

The College Of  
**WILLIAM & MARY**

# STUDENT HANDBOOK

1997-  
1998

*Within the limits of its facilities and its obligations as a state university, The College of William and Mary opens the possibility of admission and participation in its educational programs, educational policies, financial aid or other school-administered programs to all qualified persons without illegal discrimination based on sex, race, color, age, religion, national origin, sexual orientation, or disability. The University will seek to provide reasonable accommodations to qualified individuals with disabilities. This policy is enforced by federal law under Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Inquiries regarding compliance with the College's equal opportunity and affirmative action programs and procedures may be directed to the Assistant to the President, Director of Affirmative Action, Office of Equal Opportunity and Affirmative Action, Old Dominion Hall, The College of William and Mary, Post Office Box 8795, Williamsburg, Virginia 23187-8795, (757) 221-2615, (757) 221-2613 TDD.*


The College of  
William and Mary

1997-1998  
STUDENT  
HANDBOOK

*All students at William and Mary  
are bound by the regulations noted herein.*

*The College reserves the right to make changes in  
the regulations and procedures listed herein at any time.*





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## 1997 FALL SEMESTER

AUGUST	11	Monday	Tuition and fees due to Bursar's Office
	16	Saturday	Residence halls open for graduate students
	18-22	Monday- Friday	Law School Legal Skills Week
	22	Friday	Residence halls open for first year and transfer students
	22-26	Friday- Tuesday	Orientation for new undergraduates Recreational Sports student employee recruitment/hiring
	23	Saturday	Residence halls open for upper level students
	23- Oct. 18	Saturday- Saturday	Muscarelle Museum Exhibition: <i>Contemporary American Indian Art: The Fedderson Collection</i> Muscarelle Museum Exhibition: <i>Inuit II</i> , from the collection of Frederick and Lucy S. Herman
	24	Sunday	School of Education Graduate Student Orientation
	25	Monday	Graduate School of Education registration Noon - 6 p.m. First day of classes: Graduate School of Business Graduate School of Education School of Law
	27	Wednesday	First day of classes: Undergraduate College Graduate Arts & Sciences School of Marine Science Beginning of Drop/Add Period (for programs beginning August 27) Beginning of period to select Pass/Fail option
	29	Friday	Opening Convocation Law School Drop/Add Period Ends Registration deadline for September 12 Doctoral Admissions Examination (Educational Leadership, Higher Education)
	30	Saturday	Football—W&M vs. Hampton University, 1 p.m. Post-game Tailgate Party
		<i>Other August events:</i>	SBA Welcome BBQ at Lake Matoaka
SEPTEMBER	1	Monday	Student Recreational Sports Center begins fall hours Writing Resource Center opens Labor Day (School of Education: Undergraduate classes will be held. Graduate classes will not be held. Administrative offices will be closed.)
	3	Wednesday	Last day to drop a class for Fall 1997 semester
	4	Thursday	Beginning of period for withdrawal from course with grade "W"

SEPTEMBER	5	Friday	Last day to add a class for Fall 1997 semester Last day to select Pass/Fail option Last day for Graduate School of Education Drop/Add Notice of candidacy for graduation forms due for December 1997 candidates Muscarelle Museum Opening Reception: <i>Contemporary American Indian Art: The Fedderson Collection and Inuit II</i>
	5-6	Friday-Sunday	Leadership Conference
	6	Saturday	Football—W&M vs. Georgia Southern (Away)
	10	Wednesday	First day of semester to request room change
	12	Friday	Doctoral Admissions Examination (Educational Leadership, Higher Education) Registration deadline for October 9-10 Doctoral Comprehensive Examinations (Counseling, Educational Leadership, School Psychology)
	13	Saturday	Football—W&M vs. VMI (Away)
	19-21	Friday-Sunday	Visiting Artist Program, artist Miriam Schapiro
	20	Saturday	Football—W&M vs. University of New Hampshire (Away)
	25	Thursday	<i>Contemporary American Indian Art</i> —gallery talk at Muscarelle Museum by Gary S. Wheeler, Professor, Department of Art, Associate Executive Director, Miami University Middletown
	26	Friday	Last day for refunds (Bookstore)
	26-28	Friday-Sunday	Family Weekend
	27	Saturday	Football—W&M vs. Boston University (AEF/Family), 1 p.m. Pre-game luncheons and Post-game Tailgate Party
OCTOBER	1	Wednesday	Graduate/Professional School Day, University Center Application deadline for Graduate School of Education Programs
	4	Saturday	Football—W&M vs. Northeastern University (Away)
	9-10	Thursday-Friday	Written Comprehensive Examination for Doctoral Programs (Counseling, Educational Leadership, School Psychology)
	10	Friday	Mid-semester
	10-14	Friday-Tuesday	Residence halls on 24-hour card key for Fall Break
	11	Saturday	Football—W&M vs. James Madison University, 1 p.m. Pre-game luncheons and Post-game Tailgate Party
	11-14	Saturday-Tuesday	Fall Break
	17	Friday	Application deadline for December Graduation-Graduate School of Education
	18	Saturday	Prospective student Open House Football—W&M vs. University of Connecticut (Away)
	22	Wednesday	Study Abroad Fair, University Center
	23-26	Thursday-Sunday	Homecoming weekend
	25	Saturday	Football—W&M vs. Villanova (Homecoming), 1:00 p.m.

<b>OCTOBER</b>	<b>25-</b>	<b>Saturday</b>	Muscarelle Museum Exhibition: <i>American Painting from the Tweed Museum</i>
	<b>Dec. 7</b>	<b>-Sunday</b>	Muscarelle Museum Exhibition: <i>Memories of Brooklyn: Photographs by Dinanda Nooney</i>
	<b>27-31</b>	<b>Monday-Friday</b>	Graduate student registration period for Spring 1998
	<b>31</b>	<b>Friday</b>	Last day to withdraw from a course with grade of "W" for Fall 1997 semester
	<i>Other</i>		
	<i>October events:</i>		
			SBA Fall From Grace
			PSF Casino Night
			International Law Society Oktoberfest
<b>NOVEMBER</b>	<b>1</b>	<b>Saturday</b>	Football—W&M vs University of Delaware (Away)
	<b>3-8</b>	<b>Monday-Saturday</b>	Undergraduate registration period for Spring 1998
	<b>7</b>	<b>Friday</b>	<i>Memories of Brooklyn</i> —gallery talk at Muscarelle Museum by Dinanda Nooney, artist; Thomas L. Heacox, Ph.D., Associate Professor of English, College of William and Mary; and Jerry L. Thompson, photographer and (retired) Assistant Professor, School of the Arts, Yale University
			Muscarelle Museum Opening Reception: <i>American Painting from the Tweed Museum</i> and <i>Memories of Brooklyn: Photographs by Dinanda Nooney</i>
	<b>9</b>	<b>Sunday</b>	<i>American Painting from the Tweed Museum</i> —gallery talk at Muscarelle Museum by J. Gray Sweeney, Ph.D., Curator, Professor, School of Art, College of Fine Arts, Arizona State University
	<b>10-Dec. 5</b>	<b>Monday-Friday</b>	Pre-registration for Graduate School of Education classes for Spring 1998 (tentative dates)
	<b>13</b>	<b>Thursday</b>	<i>American Painting</i> —gallery talk by Alan Wallach, Wark Professor, American Studies Department; Professor, Department of Art and Art History, College of William and Mary
	<b>13,14, 17,18</b>	<b>Thurs., Fri., Mon., Tues.</b>	Oral Comprehensive Examination for Doctoral Programs (Counseling, Educational Leadership, School Psychology)
	<b>15</b>	<b>Saturday</b>	Football—W&M vs. University of Richmond, 1:00 p.m. Pre-game luncheons and Post-game Tailgate Party
	<b>17-19</b>	<b>Monday-Wednesday</b>	Open Drop/Add Spring 1998
	<b>21</b>	<b>Friday</b>	Notice of candidacy for graduation forms due for May 1998 candidates
	<b>25-30</b>	<b>Tuesday-Sunday</b>	Thanksgiving Holiday for Graduate School of Education (Administrative offices will be open on November 25 & 26)
	<b>26</b>	<b>Wednesday</b>	Beginning of Thanksgiving Break: 8:00 a.m.
			Residence halls close at noon for Thanksgiving Break
	<b>30</b>	<b>Sunday</b>	Residence halls reopen at 9:00 a.m.



*Other*

*November events:* PSF Canned Food Drive

SBA 1L Rep. Elections

**DECEMBER**

**1 Monday**

End of Thanksgiving Break: 8 a.m.

Reves dormitory applications available

Last day of semester to request room change

**5 Friday**

Undergraduate classes end

Law School classes end

**6-7 Saturday-Sunday**

Reading period

**7-20 Sunday-Saturday**

Buyback (Bookstore)

**8-9 Monday-Tuesday**

Examinations

**8-11 Monday-**

**Thursday**

Last week of Graduate School of Education classes

**9 Tuesday**

Tuition and Fees due to Bursar's Office for Spring 1998

Schedule cancellation for students who have not cleared fees and/or fines from their records

**10 Wednesday**

Reading period

**10-22 Wednesday-**

**Monday**

Law Exam period

**11-12 Thursday-Friday**

Examinations

Writing Resource Center closes

**13 Saturday**

Yule Log Ceremony

December Graduates Reception

**13-14 Saturday-Sunday**

Reading period

**15-Feb. 18 Monday-**

**Wednesday**

Muscarella Museum Exhibition: *Romare Bearden in Black-and-White: The Photomontage Projections, 1964*

**15-16 Monday-**

**Tuesday**

Examinations

**16 Tuesday**

Tuition and fees due for Spring 1998

**17 Wednesday**

Reading period

**18-19 Thursday-Friday**

Examinations

**19 Friday**

Muscarella Museum Holiday Open House and Opening Reception: *Romare Bearden in Black-and-White: The Photomontage Projections, 1964*

**20 Saturday**

Residence halls close at noon for Semester Break

**22 Monday**

Graduate School of Education Graduation (no ceremony)

*Other*

*December events:* Black Law Student Association Children's Fund Drive

**1998 SPRING SEMESTER**

**JANUARY**

**12 Monday**

First day of classes:

School of Law

Student Recreational Sports Center begins spring hours

**16 Friday**

Law School Drop/Add ends

**17-20 Saturday-**

**Tuesday**

Orientation for new undergraduates

**17 Saturday**

Residence halls reopen at 9:00 a.m.

JANUARY	19	Monday	Graduate School of Education registration 10 a.m. - 6 p.m. First day of classes: Graduate School of Business Graduate School of Education
	21	Wednesday	First day of classes: Undergraduate College Graduate Arts & Sciences School of Marine Science Beginning of Drop/Add period (for programs beginning January 21)
	22	Thursday	<i>Romare Bearden in Black-and-White: The Photomontage Projections, 1964</i> —lecture by Gail Gelburd, curator, Council for Creative Projects
	23	Friday	Registration deadline for February 6 Doctoral Admissions Examination (Counseling, Educational Leadership)
	26	Monday	Writing Resource Center opens
	28	Wednesday	Last day to drop a class for Spring 1998 semester Internship Roundtable
	29	Thursday	Beginning of period for withdrawal from course with grade of "W"
	30	Friday	Last day to add a class for Spring 1998 semester Last day to select Pass/Fail option Last day for Graduate School of Education Drop/Add
	<i>Other January events:</i>		Phi Delta Phi Supreme Court Trip
FEBRUARY	4	Wednesday	Career Fair First day of semester to request room change
	6	Friday	Doctoral Admissions Examination (Counseling, Educational Leadership) Registration deadline for February 26-27 Doctoral Comprehensive Examinations (Counseling, Educational Leadership, Higher Education, School Psychology)
	7	Saturday	Charter Day
	15	Sunday	Application deadline for Graduate Programs and for Graduate Assistantships
	18	Wednesday	Major Connections (Career Services)
	20	Friday	Application deadline for Graduate School of Education May graduation
	26-27	Thursday- Friday	Written Comprehensive Examination for Doctoral Programs (Counseling, Educational Leadership, Higher Education, School Psychology)
	27	Friday	Muscarelle Museum Opening Reception: <i>Seventh Faculty Show</i>
	28	Saturday	Reves dormitory applications due
	28-April 26	Saturday- Sunday	Muscarelle Museum Exhibition: <i>Seventh Faculty Show</i>

*Other*

*February events:* SBA Elections  
Barrister's Ball  
PSF Dinner/Date Auction  
Student-Alumni Liaison Council interviews and selections

<b>MARCH</b>	<b>6-15</b>	<b>Friday-Sunday</b>	Residence halls on 24-hour card key for Spring Break
	<b>7-15</b>	<b>Saturday-Sunday</b>	Spring Break
	<b>13</b>	<b>Friday</b>	Mid-semester
	<b>19</b>	<b>Thursday</b>	Artists' gallery talk, Muscarelle Museum
	<b>26,27,30,31</b>	<b>Thurs., Fri., Mon., Tues.</b>	Oral Comprehensive Examination for Doctoral Programs (Counseling, Educational Leadership, Higher Education, School Psychology)
	<b>27</b>	<b>Friday</b>	Last day to withdraw from a course with grade "W" for Spring 1998
	<b>30-31</b>	<b>Monday-Tuesday</b>	Graduate registration period for Fall 1998

*Other*

*March events:* LSIC Children's Carnival  
International Law Society St. Patty's Day Party

<b>APRIL</b>	<b>1</b>	<b>Wednesday</b>	Graduate School of Education application deadline for student loans for summer and next academic year (Contact the College's Office of Financial Aid, Blow Hall Room 218)
	<b>1-3</b>	<b>Wednesday- Friday</b>	Graduate registration period for Fall 1998
	<b>6-11</b>	<b>Monday- Saturday</b>	Undergraduate registration period for Fall 1998
	<b>8</b>	<b>Wednesday</b>	Education Job Fair
	<b>14</b>	<b>Tuesday</b>	Spring Honors Reception
	<b>18</b>	<b>Saturday</b>	Admitted student Open House
	<b>20-22</b>	<b>Monday- Wednesday</b>	Open Drop/Add for Fall 1998
	<b>24</b>	<b>Friday</b>	Law School classes end
	<b>27-May 29</b>	<b>Monday-Friday</b>	Pre-registration for Graduate School of Education Summer Session (tentative dates)
	<b>28-May 9</b>	<b>Tuesday- Saturday</b>	Law School exams

*Other*

*April events:* Reggae Sunsplash (co-hosted by SBA, BLSA, Bar Bri, GSA)

<b>MAY</b>	<b>1</b>	<b>Friday</b>	Undergraduate classes end Muscarelle Museum Opening Reception: <i>Studio Art Quilts</i>
	<b>2-June 28</b>	<b>Saturday- Sunday</b>	Muscarelle Museum Exhibition: <i>Studio Art Quilts</i>
	<b>2-3</b>	<b>Saturday-Sunday</b>	Reading period
	<b>4-8</b>	<b>Monday-Friday</b>	Examinations Writing Resource Center closes



MAY	4-7	Monday-Thursday	Last week of classes for Graduate School of Education
	7	Thursday	Slide lecture at Muscarelle Museum—improvisational art quilting demonstration by Sherri Wood
	9-10	Saturday-Sunday	Reading period
	11-13	Monday-Wednesday	Examinations
	14-16	Thursday-Saturday	Senior Appreciation Days
	17	Sunday	Commencement
	18	Monday	Residence halls close at noon
	31	Sunday	Residence halls open for Summer Session I

1998 SUMMER SESSIONS

June 1-July 3	Monday-Friday	Session I
July 6-Aug. 7	Monday-Friday	Session II

JUNE	8-July 3	Monday-Friday	Graduate School of Education pre-registration for Fall Semester (tentative dates)
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JULY	26-Aug. 2	Sunday-Sunday	International Union of Anthropological and Ethnological Sciences Congress
			Muscarelle Museum Exhibition: <i>Ikat Fabrics from Borneo</i> (tentative)





Hark the students' voices swelling,  
Strong and true and clear  
Alma Mater's love they're telling,  
Ringing far and near.

William and Mary loved of old  
Hark, upon the gale,  
Hear the thunder of our chorus  
Alma Mater hail!

Iron shod or golden sandaled  
Shall the years go by -  
Still our hearts shall weave about thee  
Love that cannot die.

God, our Father, hear our voices  
Listen to our cry  
Bless the college of our fathers  
Let her never die.

—James Southall Wilson '02





Founded in 1693 by the royal charter of King William III and Queen Mary II of England, the College of William and Mary is the second oldest institution of higher learning in the United States. One of the College's principal halls, the Sir Christopher Wren Building, is the oldest academic building in continuous use in America. The College of William and Mary has played an important role in the history and development of the nation and the Commonwealth of Virginia.

The list of patriots who studied at William and Mary is long and distinguished and includes three American Presidents—Thomas Jefferson, James Monroe, and John Tyler, sixteen members of the Continental Congress, four signers of the Declaration of Independence, four justices of the Supreme Court of the United States, including John Marshall, and many members of Congress, cabinet members, and diplomats. Additionally, George Washington received his surveyor's license from the College and returned after his Presidency to serve as the College's Chancellor.

While Jefferson was Governor of Virginia, he made a number of changes at William and Mary which resulted in important "firsts" for the College. He added chairs of modern languages and constitutional law to the curriculum, and the College adopted the nation's first honor system. In 1776, William and Mary established Phi Beta Kappa, the nation's first intercollegiate fraternity. In 1781, by uniting the faculties of law, medicine, and the arts, the College became America's first true university.

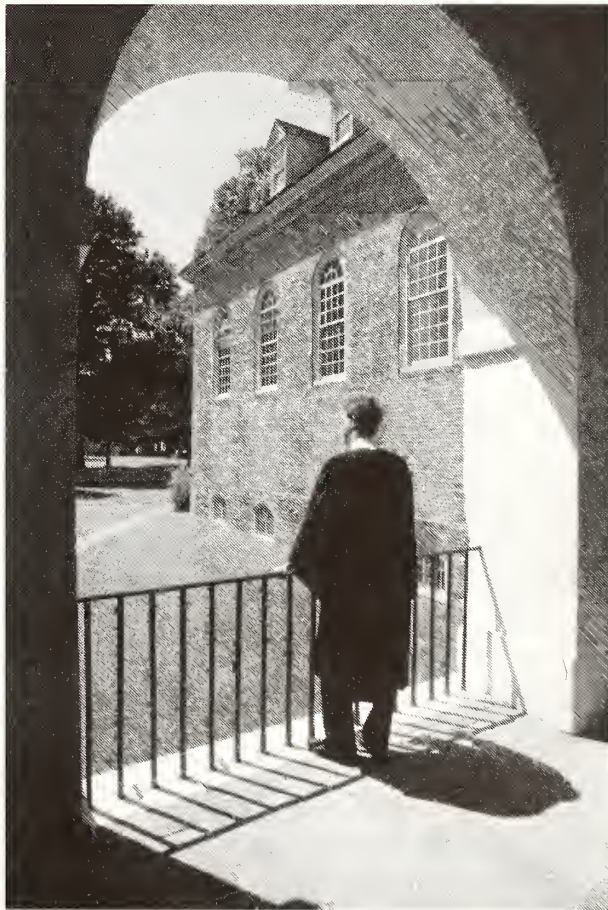
William and Mary suspended operations during the Civil War and again in 1881 when its financial resources were depleted. President Benjamin Ewell, however, kept the College Charter alive by ringing the bell of the Wren Building to mark the opening of each term. In 1906, the Commonwealth of Virginia purchased the College, making it part of the state system of higher education, and in 1918, the College became co-educational. After a period of steady growth, the College gave birth to four new colleges, three of which have become four-year institutions in urban areas of Virginia: Richmond Professional Institute, now Virginia Commonwealth University; the Norfolk Division of the College of William and Mary, now Old Dominion University; Christopher Newport College, now Christopher Newport University; and Richard Bland College.

Today William and Mary, still a moderate-sized university, includes five different schools. Arts and Sciences, with both undergraduate and graduate sections, offers instruction in twenty-five areas of con-



centration, as well as in twelve masters and six doctoral programs. The School of Education offers an undergraduate concentration in elementary education, a minor in secondary education, and graduate programs that include four masters, one educational specialist, and two doctoral degree programs. The School of Business Administration features both the traditional B.B.A. and M.B.A. degrees and also offers part-time and weekend programs for specially admitted candidates. From the Law School, both J.D. and LL.M. degrees are available. And finally, the School of Marine Science, located a short drive from the central campus, provides both masters and doctoral programs for students interested in the biological and physical sciences.

The College is governed by the Board of Visitors, seventeen members appointed by the Governor of Virginia to supervise the operation of William and Mary and of Richard Bland College. The Board of Visitors is empowered to select a Rector of the College, a Vice-Rector, a President, a Chancellor, and Faculty as necessary. In 1993, the Board of Visitors selected Margaret, the Lady Thatcher, former Prime Minister of Great Britain, as the twenty-first Chancellor of the College.





**President  
of the College**

**Timothy J. Sullivan, Brafferton 5, 221-1693.**

The President is the chief executive officer of the College, administering the College through powers invested by the Board of Visitors and through officers to whom authority is delegated.

**Office of the  
Provost**

**Gillian T. Cell, Provost, Brafferton 2, 221-1993.**

The Provost is the chief academic officer and the primary vice president of the College, administering academic programs through authority delegated by the President of the College. This office has authority over the offices of Admission, Financial Aid, and the Registrar and is responsible for appeals of Honor Council and Judicial Panel cases.

**Office of  
the Dean of  
the Faculty  
of Arts and  
Sciences**

**P. Geoffrey Feiss, Dean of the Faculty, Ewell Hall 134, 221-2470; Franz Gross, Dean of Graduate Studies, Ewell Hall 126, 221-2468; Mark Fowler, Dean of Undergraduate Studies, Ewell Hall 124, 221-2469.**

As administrative head of the Faculty of Arts and Sciences, the Dean is concerned with the educational and fiscal resources which make an impact upon teaching and learning within Arts and Sciences. The Dean is responsible for curriculum development, budgets, faculty concerns, and the general educational welfare of the College. The Dean of the Faculty is assisted by the Dean of Undergraduate Studies and the Dean of Graduate Studies. Office hours are 8:00 am - 5:00 pm Monday through Friday.

**Office of  
Academic  
Advising**

**Randolph A. Coleman, Director, Ewell Hall 127, 221-2476; Sharon Reed, Associate Director, Ewell Hall 127, 221-2817.**

The Office of Academic Advising functions as the central resource for academic advising. The Director and Associate Director are responsible for recruiting and training faculty advisors who advise students prior to their declaration of concentration, assigning (and reassigning) faculty advisors to students, helping students declare and change concentrations, issuing and correcting Degree Audit Report System (DARS) reports, granting students permission to take summer courses at other U.S. institutions, and helping students plan their academic schedules. The Director also serves as an advisor for students who are interested in pre-medical studies or other health-related careers, as well as for those students who need some direction in choosing a concentration or career path. The Associate Director is responsible for evaluating transfer credit from other U.S. institutions, and for reviewing and assisting students in planning their academic progress until the graduating semester.

The Office of Academic Advising maintains current information on degree requirements and keeps official academic records for each full-time, currently enrolled undergraduate. These records include the original application, official high school transcripts, and any subsequent paperwork.

Students may schedule appointments to discuss advising issues and problems. Office hours are 8:00 am - 5:00 pm Monday through Friday.

**School  
of Business  
Administration**

**Alfred Page, Dean, Tyler Hall 214, 221-2891; Stuart L. Williams, Associate Dean, Tyler Hall 208, 221-2917; James Olver, Director of Undergraduate Program, Tyler Hall 238, 221-2910; James R. Haltiner, Director of MBA**



Program, Blow Memorial Hall 267, 221-2904; Sally Watson, Director of MBA Placement, Blow Memorial Hall 266, 221-2956; Susan G. Rivera, Director of MBA Admissions and Student Services, Blow Memorial Hall 255, 221-2898.

The School of Business Administration administers the undergraduate business curriculum and the Master of Business Administration program.

#### School of Education

**Virginia L. McLaughlin, Dean, Jones Hall 212, 221-2315; James M. Patton, Associate Dean, Jones Hall 100, 221-2318.**

The School of Education administers the undergraduate curriculum leading to certification in elementary, secondary, and physical education and all graduate curricula at both the master's and doctoral degree levels. It is the point of contact for admission to all undergraduate teacher certification programs and all graduate degree programs in professional education. School of Education staff members also provide information about student financial assistance from the School of Education, assist students in obtaining licensure for K-12 education, and coordinate the field placements for students in the elementary, secondary, physical education, and special education programs.

#### School of Law

**Dean, Marshall-Wythe 108, 221-3790; James Moliterno, Vice Dean, Marshall-Wythe 107a, 221-3822; Connie Galloway, Associate Dean for Administration, Marshall-Wythe 107b, 221-3788; Faye Shealy, Associate Dean for Admission, Marshall-Wythe 105, 221-3784; Robert Kaplan, Associate Dean for Career Planning and Placement, Marshall-Wythe 234a, 221-3804; Lizbeth Jackson, Assistant Dean and Registrar, 221-3782.**

The School of Law offers both the J.D. and LL.M. degrees. In addition, the School of Law offers a joint J.D.-M.A. in conjunction with the American Studies Program, a joint J.D.-M.B.A. with the Graduate School of Business Administration, and a joint J.D.-M.P.P. program in conjunction with the Thomas Jefferson Program in Public Policy.

#### Admission Office

**Virginia Carey, Dean of Admission, Blow Memorial Hall 201, 221-3980.**

The Admission Office makes admission decisions about approximately 7,500 freshman and 2000 undergraduate transfer applicants yearly. The Admission staff travels to recruit students, conducts group information sessions, and hosts on-campus events for prospective students including Fall and Spring Open Houses, Monroe Scholar Overnight, and Day/Overnight Visitation.

Office hours are 8:00 am - 5:00 pm Monday through Friday, and 9:00 am - 12:00 noon on Saturdays from September through May. Campus tours and information sessions are offered throughout the year at 10:00 am and 2:30 pm on weekdays, and Saturday mornings at 10:00 am during the academic year. There are no weekday tours at 10:00 am from January through March.

The Admission Office relies heavily on student volunteers to serve as hosts, tour guides, office workers, and ambassadors. For information about getting involved with the Admission Office, call Patrick Dwyer at 221-3985.

#### Office of the University Registrar

**Monica L. Augustin, University Registrar, Blow Memorial Hall, 221-2800.**

Primary functions of the Office of the Registrar include student course registration and changes in registration, grade processing and recording, publishing course schedules, classroom scheduling, degree audit of undergraduates, and maintenance of various types of student data.



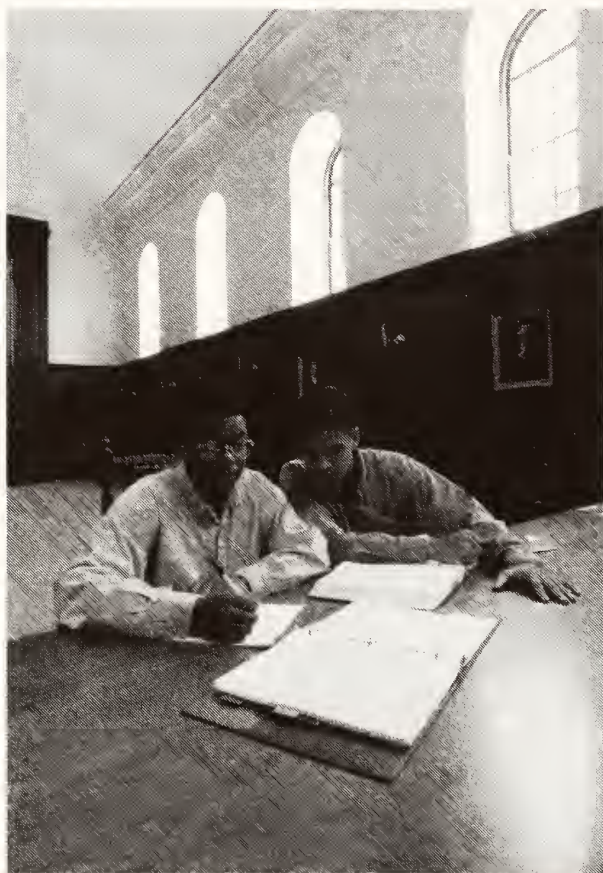
## Office of the Bursar

The Registrar's Main Office in Blow Memorial Hall 108 handles address changes and other directory corrections (with the exception of residence hall addresses), requests for transcripts, enrollment certifications, filing notice of candidacy for graduation, veterans certification, and determination of domicile status. Office hours are 8:00 am - 5:00 pm Monday through Friday. For more information about transcripts, see page 37.

**Bert Brummer, Director; Pam Johnston, Assistant Director; Dean Neff, Manager, Student Accounts; Patty Ragland, Manager, Collections and Loans; Linda Nicely, Cashier, Blow Memorial Hall 101, 221-1217.**

The Office of the Bursar is responsible for the collection and deposit of all College funds, management of student accounts, disbursement of financial aid and loans, and cashiering. Student payments of tuition, fees, meal plans, telecommunication bills, and miscellaneous late fines and fees should be made to this office. Payments made by check should be made payable to the College of William and Mary.

The Student Accounts section of the office is responsible for the financial management of student accounts with the College and the issuing of student billings. Student billings for tuition, fees, meal plans, and housing are issued and payable prior to each semester. Subsequent billings during the semester are issued for any unpaid balances and current charges for telecommunications. A student may request to see his or her account status with proper identification.



All College invoices are due by the payment due dates as published on each billing and in the Registration Bulletin for each semester. Each initial semester billing is sent to the student's home address, or third party address, as identified in the College's Student Information System. Students are responsible for the accuracy of address information, and any changes should be made at the Office of the Registrar. Failure to receive a College bill as a result of incorrect address information does not waive late payment penalties. A late fee of \$100 will be assessed if payment is not received by the published due date. Late payment may also result in cancellation of a student's registration, or withholding of student grades, transcripts, and diplomas. In the event that a student's past-due account is referred to an external collection agency, the cost of collections will be included in the outstanding amount.

The Collections and Loans section of the Office of the Bursar is responsible for the disbursement and management of federal Perkins and institutional loans. Students are required to review and sign loan information before proceeds can be distributed and to participate in mandatory loan counseling sessions prior to graduation. Student emergency loans authorized by the Financial Aid office are also disbursed and repaid through the Collections and Loans division.

The Cashier's section of the Office of the Bursar handles the collection

and deposit of all funds received at the College. The Cashier's window operates from 8:30 am to 3:30 pm Monday through Friday. A secure drop box is provided for payments after office hours.

**Office  
of Student  
Financial Aid**

**Edward P. Irish, Director; Patricia Kelly, Associate Director, 218 Blow Memorial Hall, 221-2420.**

The Office of Student Financial Aid administers a comprehensive financial aid program incorporating federal, state, and institutional funds. Students and their families may request information and counsel concerning grants, loans, and student employment. Office hours are 8:00 am - 5:00 pm Monday through Friday.

**Campus  
Police  
Department**

**Richard McGrew, Director, Campus Police Station (behind Campus Center), 221-4596.** In an emergency, dial 911. (From Ludwell hall phones dial 333 in an emergency.)

Campus Police officers are fully sworn law enforcement officers under Virginia law. Their training, responsibilities, and duties are the same as any other police agency. Campus Police officers enforce College rules and Virginia law in a manner sensitive to the interests and needs of the College community. The Department is in charge of all police services, security services, and lost and found at William and Mary. The Campus Police Station is open 24 hours a day.

**Parking  
Services**

**Thelma Morgan, Director, 204 South Boundary Street, 221-4764.**

All motor vehicles operated or parked on College property, including motorcycles, motorbikes, and vehicles with handicapped plates or hangtags, must be registered with Parking Services. A decal or permit is required to park on College property 24 hours a day, seven days a week, except in metered or timed spaces as posted. Parking Services office hours are 7:45 am - 4:30 pm Monday through Friday.

The *Motorist Assistance Program* (MAP) offers assistance to stranded motorists on College property by loaning jumper cables, a gas can, lug wrench, air pump, and equipment to assist when keys are locked inside a vehicle. Service hours are 8:00 am - 4:30 pm Monday through Friday. Contact Campus Police after 4:30 pm or on weekends.

**Equal  
Opportunity  
and Affirmative  
Action Office**

**Violet R. Chalkley, Director and Assistant to the President, Old Dominion Hall, 221-2615.**

The Affirmative Action Office assumes the role of leadership in the development, dissemination, implementation, and monitoring of the College's programs. Guidance is provided to students, faculty, and staff on equal opportunity and/or affirmative action matters.

**Society  
of the Alumni**

**W. Barry Adams, Executive Vice President, Alumni House, 221-1165.**

Through a variety of programs and services, the Society of the Alumni ensures a lasting bond between a worldwide network of over 65,000 alumni and the College. In carrying out its mission, the society brings together the entire university—alumni as well as current students, parents, faculty, and administrators.

From its offices in the Alumni House on Richmond Road, the Alumni Society oversees the annual Homecoming celebration and class reunions, continuing education programs such as Alumni College and the Academic Festival, publication of the *Alumni Gazette* and *William and Mary Magazine*, and the activities of a host of chapters, councils, and constituent groups.



The Alumni House is a central meeting place for alumni and university gatherings such as award dinners, reunions, business meetings, continuing education programs, and football tailgate parties.

Students benefit from the Society's commitment to high academic ideals and loyal support of the College. Many scholarships are offered by graduated classes, alumni chapters, and Society constituent groups such as the Order of the White Jacket, composed of alumni who worked in food service to support their education, and the Association of 1775, composed of alumni who have served the nation in uniform. Through the Alumni Society, students have the opportunity to develop writing, event planning, and other professional skills through internships and corporate affinity programs. Students may become directly involved with the Alumni Society through the Student Alumni Liaison Council, which assists with special Society events on and off campus and sponsors student programs such as Senior Spring Day and the Student Host Weekend.

In response to the quality of its special events, publications, and overall alumni programming, the Society has been named the top alumni association in the country by CASE (Council for the Advancement and Support of Education).







### Office of the Vice President for Student Affairs

**W. Samuel Sadler, Vice President for Student Affairs, 221-1236; Virginia Ambler, Assistant to the Vice President, 221-1234; Campus Center 219.**

The Office of the Vice President for Student Affairs is responsible for overseeing the planning and supervision of an array of programs, services, and activities which encourage the optimal growth and personal development of students, contribute to student success and well-being, foster a sense of community, and support an environment which is personal in nature, intellectually and culturally diverse, and which encourages the interaction and integration of the in- and out-of-class experiences of students. Advocacy on behalf of students and their needs is integral to the role of student affairs, as is representing and interpreting the policies, services, and procedures of the College to the student community.

The Office of the Vice President for Student Affairs is responsible for residential living, administered through the Office of Residence Life; student organizations and activities, administered through the Office of Student Activities, the Office of Student Volunteer Services, the University Centers, and Recreational Sports; orientation, academic support activities, student conduct and the honor system, and services for students with disabilities, administered through the Office of the Dean of Students; student health and student counseling, administered through the King Student Health Center, the Health Educator, the Substance Abuse Educator, and the Counseling Center; programs and services for a multicultural campus community, administered through the Office of Multicultural Affairs; and career services, administered through the Office of Career Services.

### Office of Residence Life

**Deb Boykin, Director; Allison Wildridge, Associate Director (Student Development); Mary Glisan, Assistant Director (Administration); Chris Durden, Assistant Director (Operations), Campus Center 212, 221-4314.**

The Office of Residence Life seeks to provide a safe and secure living and learning community which complements the educational mission of the College and contributes to the students' individual and interpersonal growth and development. The Office has overall responsibility for management of the residence halls and their residents. The Office of Residence Life is open 8:00 am - 5:00 pm Monday through Friday to answer questions about residence life and provide assistance to residents.

In addition to the staff located in the Office of Residence Life, seven Area Directors are responsible for the day to day management and administration of each of the seven residential areas. Their responsibilities include counseling, referrals, programming, community development, crisis intervention, and adjudication of judicial cases. They also select, train, supervise, and evaluate the student Resident Assistants assigned to their residential area. Residents may contact their Area Directors or Resident Assistants with their questions and concerns.

## Office of Student Activities

**Mark Constantine, Director of Student Activities, Campus Center 203B, 221-3300; Kim Roeder, Coordinator of Student Activities and Leadership, Campus Center 207C, 221-3254; Kevin McCoy, Coordinator of Student Volunteer Services, Campus Center 207B, 221-3263.**

The Office of Student Activities provides counsel and services for student organizations, student activities programs, including community service and volunteer programs, and publications of the College. Numerous organizations on campus appeal to a wide variety of interests, including academic organizations related to particular fields of study, Greek organizations, honor societies, performance organizations, political and issue-oriented groups, and groups with sports or leisure as a focus.

The Office maintains the College's calendar of scheduled activities and develops and administers special on-campus programs, workshops, and leadership development programs and retreats. The Office also administers the allocation and distribution of the Student Activities Fee funds, which are derived from general fees and subsidize student government, student publications, community service programs, and cultural activities.

Information about some of the organizations on campus is listed below. For more information about existing student organizations on campus, forming a new organization, or programs and services available to student organizations, including the use of campus facilities, call the Office of Student Activities at 221-3300.

**Academic Organizations.** Numerous groups on campus are tied to academic departments or related to academic study.

**Greek Organizations.** Twelve sororities and seventeen fraternities are chartered and recognized at the College.

**Honor Societies.** Honor societies at William and Mary serve to promote interest in special fields of learning or to recognize students for their outstanding scholastic achievements or leadership.

*Phi Beta Kappa Society*, the oldest Greek-letter fraternity in the United States, founded at William and Mary in 1776, elects to membership up to seven percent of the total number in the senior class each year. Selection is based largely on scholarship.

*Omicron Delta Kappa* is comprised of junior and senior students selected on the basis of scholarship, service, character, and leadership in various areas of College life. *Mortar Board* members are elected in their junior year on the basis of service, scholarship, and leadership. *Golden Key* is a national academic honors organization dedicated to excellence that recognizes scholastic achievement in all undergraduate fields of study.

Two national honor societies, *Alpha Lambda Delta* and *Phi Eta Sigma*, annually select for membership those freshmen who have attained academic distinction. For more information about freshman honor societies, contact the Office of the Dean of Students at 221-2510.

William and Mary students also have the opportunity to become members in departmental academic honoraries, ordinarily requiring an indication of special interest and ability in a particular area of scholarship. Students may contact individual academic departments for more information.

**Performance Organizations.** Several performance organizations including dance groups and musical groups are active on campus. All of the groups hold regular auditions.



**Religious Organizations and Campus Ministries United (CaMU).** Several religious groups and organizations are active on or near the campus and invite student participation.

**Sport Clubs.** The Sport Club program offers 30 student-run clubs, including badminton, crew, cricket, cycling, judo, men's and women's lacrosse, martial arts, racquetball, rifle, men's and women's rugby, sailing, scuba, men's and women's soccer, squash, surfing, tennis, ultimate frisbee, and many more. Students are involved with recruitment, organization, administration, and implementation of club policies and procedures. For more information, contact the Sport Club Director at 221-3312.

**Kevin McCoy, Coordinator, Campus Center 207B, 221-3263.**

**Office of  
Student Volunteer  
Services**

The Office of Student Volunteer Services (OSVS) promotes a "culture of service" at the College, increases participation in public and community service, and develops service involvement as an educational experience. OSVS acts as a resource for academic departments and student organizations by assisting with curriculum integration of service-learning and the development of new service projects. OSVS also coordinates on-going programs such as the College Partnership for Kids tutoring program, a community youth initiative called Project Phoenix, and dozens of one-time service events.

Numerous organizations committed to serving the College community and the Williamsburg area are active at the College. In addition to the service involvement of fraternities, sororities, religious, and honor clubs, there are over 20 service-oriented organizations such as Alpha Phi Omega National Service Fraternity, Circle K International, Help Unlimited Spring Break Outreach, Student HIV/AIDS Peer Educators, Student Habitat for Humanity, Student Red Cross, Student Environmental Action Coalition, and Amnesty International.

In addition, OSVS serves as a clearinghouse of local, national, and international volunteer opportunities and sponsors annual resource fairs, training and reflection groups, and recognition programs. Students can volunteer with over sixty local community agencies in areas of advocacy/self-sufficiency, community health, cultural and recreational programs, housing and emergency needs, mental health services, senior citizens' services, and youth and children's programs. Call the Office of Student Volunteer Services at 221-3263 for information about service groups or help with a volunteer placement in a local community service agency.

**Office of the  
Dean of Students**

**Patricia M. Volp, Dean of Students; Susie Mirick, Associate Dean of Students; Kelly Crace, Assistant Dean of Students; Kambra K. Bolch, Assistant Dean of Students for Judicial Affairs; Lisa Bickley, Assistant Dean of Students for Disability Services, Campus Center 109, 221-2510.**

The Office of the Dean of Students assists all students, graduate and undergraduate, from their initial orientation to the College through successful completion of their academic and personal goals. The staff members of the Office of the Dean of Students advocate for student needs, act as a liaison between students and academic departments, and provide supports and challenges designed to enhance personal growth and a sense of personal authority and responsibility in each student. Facilitating and guiding community standards related to student success and leadership, the Dean of Students and her staff deliver quality new student orientation,



academic support services, study skills, judicial affairs, and services for students with disabilities. Reporting to the Dean are the Counseling Center and Career Services, providing a seamless support system for the personal development of each student. Call 221-2510 (TDD 221-2302) for more information about the services offered by the Office of the Dean of Students.

*New Student Orientation.* Orientation occurs before the Fall semester in August and the Spring semester in January to introduce new students to many aspects of the College including academic policies, the judicial and honor systems, and student activities and services. The goal of orientation is to provide students with a strong sense of community and a foundation for academic and personal success.

*Academic Support Services.* The Associate Dean of Students provides personal advising and counseling for students seeking special consideration from the Committee on Academic Status and for academically at-risk students. The staff members of the office also provide guidance to students regarding academic policies and procedures, including information about petitions to the Committee on Academic Status. For more information about academic policies and procedures, see page 30.

*Personal Development and Study Skills.* The Assistant Dean of Students presents workshops and presentations and provides students with individual counseling on a variety of topics including personal study habits, time management, memory and concentration, reading strategies, active listening and note-taking, test preparation and test-taking strategies, research paper skills, studying for math and science courses, stress management and relaxation, communication skills, assertiveness, and other issues related to academic and personal development.

*Judicial Affairs.* The judicial and honor systems at the College exist to provide a living and learning environment which reflects the values of the College community, including those of personal integrity and responsibility.

All students and student groups are expected to be aware of and adhere to the high behavioral standards of the College. Members of the College community with responsibility in the judicial and honor systems investigate alleged violations of College policies and implement judicial and honor policies. The Assistant Dean of Students for Judicial Affairs supervises the judicial process and provides counsel and support to the Judicial Council and the Honor Councils. In addition, the staff of the office provide information and presentations to the College community regarding academic integrity. See pages 80 through 127 for official policies and procedures regarding the judicial and honor processes.

*Disability Services.* Disability Services strives to create a comprehensively accessible living and learning environment to ensure that students with disabilities are viewed on the basis of ability rather than disability by considering reasonable accommodation on an individual and flexible basis. The Assistant Dean of



Students for Disability Services assists qualified individuals with counseling and referral services, works closely with College departments and individual faculty to identify appropriate accommodation options, and acts as a liaison to other community, state, and federal resources. The Assistant Dean works with students, staff, and faculty to implement reasonable accommodations such as textbook recording services, additional time on tests, peer note takers, adaptive technology, and sign language interpretation. Students with documentation of disability are eligible for reasonable and appropriate accommodations upon request. The decision to request accommodation is voluntary and a matter of individual choice. Students who wish to request accommodations are strongly encouraged to provide the College with supporting documentation well in advance to allow for adequate planning. The Assistant Dean of Students for Disability Services reviews all documentation and recommendations from outside experts to determine eligibility, reserving the right to request additional documentation or to deny any accommodation request which is not substantially supported.

### **King Student Health Center**

**Appointment line, 221-2998; Front Desk, 221-4386.**

The King Student Health Center provides high-quality, primary medical care for students who become ill or experience minor emergencies while away from home. The Health Center delivers a wide variety of services, most of which are covered by the Student Health Fee included in the Tuition and General Fee. All matters between a student and the Health Center staff are confidential and may not be released without the student's written permission, except in the case of life-threatening situations or when required by law.

Medical services are provided for all full-time students and for those graduate students certified by the Dean of their school to be doing the "equivalent of full-time work." In order to be eligible for medical care, both groups of students must have paid the Student Health Fee for the current semester and submitted to the Health Center a completed health history and physical examination form.

If a student chooses to seek care at either a local emergency room or with a local physician, any charges incurred become the student's financial responsibility. Likewise, if a Health Center physician deems it medically necessary to refer a student to a specialist, this also becomes the student's financial responsibility. It is strongly recommended that students carry health insurance to assist with the cost of health care obtained outside the Student Health Center.

The College has a medical/emotional emergency procedure which will be put into effect should a student attempt suicide, make a threat or gesture of suicide, or undergo severe emotional or psychological distress. Anyone with knowledge of such circumstances should immediately contact the Dean of Students, 221-2510, or the Student Health Center, 221-4386.

Documentation of medical absences from classes or tests will be provided by the Health Center if required by a professor. Each student is responsible for notifying professors of absences, and faculty may call the Health Center to verify the fact that a student has been seen at the Center. In view of the Honor Code, a student's explanation of class absence may be sufficient in many instances.



The Student Health Center is located on Gooch Drive, south of Zable Stadium (Cary Field). During the academic year, hours of operation are 8:00 am - 6:00 pm Monday through Friday, and 12:00 noon - 4:00 pm Saturday through Sunday. Appointments with physicians and nurse practitioners may be scheduled by calling 221-2998 and are available Monday through Friday from 8:00 am - 4:30 pm. A Registered Nurse is on duty evenings until 6:00 pm and on weekends when the Center is open, with a physician on call.

## **Counseling Center**

**Martha Christiansen, Ph.D., Director; Lawrence A. Tucker, Ph.D., Assistant Director, Blow Memorial Hall 240, 221-3620.**

The Counseling Center offers a range of free professional services to enrolled students wanting help with personal concerns, including psychological problems, relationship and family issues, academic and personal stress, and crisis situations. Staff members are available to discuss a student's personal concerns and work with that student to develop new ways of resolving the problem or mastering the concern. Students are initially seen by an individual counselor. Continuing services, if needed, may be offered in the form of individual, couple, family, or group meetings, depending on what best matches the student's need. Psychiatric consultation can also be arranged if needed.

The Counseling Center staff consists of both male and female mental health professionals, who are primarily clinical and counseling psychologists. In addition, a sport psychologist is on staff. All are trained and experienced in dealing with the problems of university students.

Counseling is confidential. Because therapy is most effective when a student can be direct and honest with a counselor without fear that personal information will be divulged, information about a student is not released without that student's written permission, except in the case of life-threatening situations or when required by law. The Counseling Center does not make notations of counseling on a student's College record.

Appointments may be made by calling the Counseling Center at 221-3620, or by coming to the office in person. Appointments will be scheduled as soon after the initial request as possible, depending on the urgency of the situation and staff time available. Appointments are usually available within a week of the initial request. After the first visit, students who want to continue will work with an assigned counselor. During periods of high demand for services (usually midterms to finals), appointments will be made on a priority basis. If appropriate, students may be referred to other sources of help after an initial evaluation. The Counseling Center also administers the Miller Analogies Test (MAT) several times during the year. Application forms and information about testing fees are available by calling 221-3620 or by stopping by the office.

Office hours are 8:00 am to 12:00 noon and 1:00 pm to 5:00 pm Monday through Friday.

## **Health Education**

**Cynthia Burwell, Health Educator, Student Health Center, 221-2195.**

The Health Educator serves as a resource for general health information and acts as a catalyst for health promotion events for the William and Mary community. The Health Educator provides a wide range of educational, referral, and outreach services for students who are concerned about



wellness, disease prevention, and other health-related issues. The Health Education office is located in the Student Health Center and is open from 8:00 am to 5:00 pm Monday through Friday and varied evening hours.

### **Substance Abuse Education**

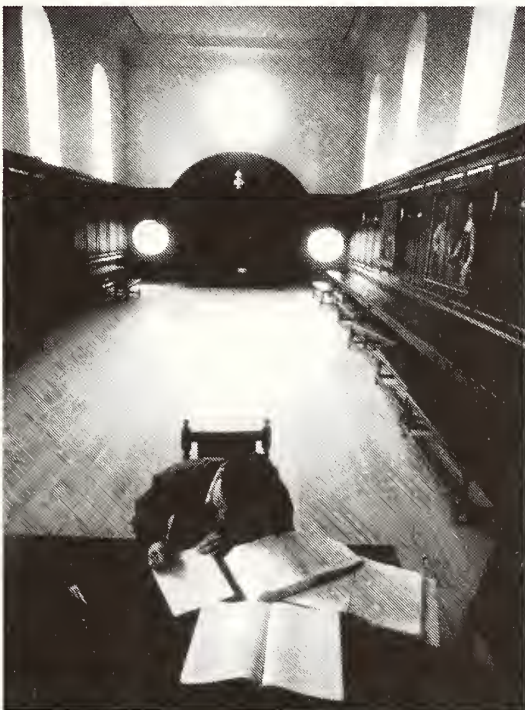
**Mary Crozier, Substance Abuse Educator, Campus Center 153, 221-3631.**

The Substance Abuse Educator works closely with the Health Educator and the Counseling Center to offer comprehensive substance abuse services that include education, early intervention, and individual and group counseling. The Substance Abuse Educator consults with individuals, student groups, the Office of Residence Life, the Athletic Department, the F.I.S.H. (Free Information on Student Health) Bowl Resource Center, faculty, and others in the campus community on topics including alcohol and other drugs, helping friends with a drinking problem, family alcoholism, ways to make low risk choices, T.I.P.S. (Training for Intervention Procedures for Serving of Alcohol), and O.C.T.A.A. (On Campus Talking About Alcohol). The Substance Abuse Educator also coordinates the "Guest Lecture" and the "Don't Cancel that Class" options for faculty. The Substance Abuse Education office is located in Campus Center 153 next to the F.I.S.H. Bowl and is open from 9:00 am to 5:00 pm Monday through Friday and varied evening hours.

### **Office of Multicultural Affairs**

**Ed Cowell, Director, 221-2300; Chon Glover, Assistant, 221-2301; Kimberly Scott-Barbarji, International Student Advisor, 221-3166, Campus Center 107.**

The Office of Multicultural Affairs is committed to improving the overall quality of life for students of color and international students on campus by



developing and implementing educational and social programs, by assisting the College in the recruitment and retention of a diverse student population, by providing individual counseling and support for students of color and international students, and by advising the many cultural organizations on campus. The Office of Multicultural Affairs also serves as a resource for educating the campus community about issues of diversity. It serves as the administrative liaison to the Black Student Organization, the Asian Student Union, the Korean American Student Association, the Vietnamese Student Association, the Filipino Student Organization, the Indian Cultural Association, the Chinese Student Organization, African-American Male Coalition, Students of the Caribbean Association, ESSENCE (an organization for women of color), and sororities

and fraternities with an African-American heritage. The Assistant is responsible for a broad range of services including advising and counseling students of color and assisting in the development, evaluation, and coordination of programs for students of color. The International Student Advisor provides support services to international students, including adjustment counseling and programming, and is the contact person for international student health insurance issues, the Friendship International Host Family Program, and the Global Nomads newsletter.

## Office of Career Services

**Leo Charette, Director; Mary Meade Saunders, Associate Director; Nancy Burkett, Assistant Director; Adrienne Alberts, Assistant Director; Pam Garrette, Recruitment Coordinator; Barbara McGrann, Coordinator of Credential Services and Mock Interview program; Teresa Lemons, office receptionist, 123 Blow Memorial Hall, 221-3240, FAX: 221-3329, E-mail: [career@facstaff.wm.edu](mailto:career@facstaff.wm.edu).**

The Office of Career Services provides quality services and programs that facilitate the career development process for William and Mary students and alumni. This process teaches skills in self-assessment, career exploration, decision-making, and graduate school and job selection. The staff seeks to develop meaningful partnerships with alumni, faculty, staff, employers, graduate schools, and other colleges to inform and empower students and alumni, linking them with career information, employment, graduate programs, and experiential opportunities.

*Individual Appointments.* Students may meet with a member of the professional staff at the office to discuss a broad range of career issues. Appointment topics range from comprehensive career counseling, including the use of career interest inventories (Campbell, Strong, SIGI PLUS, or Myers Briggs), to conversations about graduate schools, job search strategies, resume writing, salary negotiations, interviewing, internships, and other topics that relate to career transitions and decisions. Students need not have specific career directions or goals to schedule an individual appointment. Students may schedule appointments by calling 221-3240 or by stopping by the office.

*Workshops, Seminars, Information Meetings and Mock Interviews.* Career Services offers seminars and information meetings on a wide range of topics including Getting Started workshops, Resume and Cover Letter Writing, Interview Preparation, Finding an Internship or Summer Job, and Graduate School Selection. Most workshops are offered every other week during the fall and early spring. In addition to the standard seminars, the Office also coordinates a number of presentations that are conducted by visiting employers. These seminars are scheduled throughout the year, are open to all, and provide a good overview of the entry-level opportunities and mission of the visiting organization.

The office also coordinates a mock interview program, with practice interviews conducted by professionals from area organizations, including businesses and school systems. A complete schedule of workshops and seminars is available at the beginning of each semester.

*Library Resources.* The career library houses an excellent collection of books, video tapes, job listings, employer directories, and other materials focused on career development, job search, and graduate school opportunities. Other materials such as handouts, newsletters, tip sheets and documentation are also available on the Career Office Home Page on the World Wide Web at <http://www.wm.edu/csrvcareer/>.

*Recruiting Services: On and Off-Campus.* William and Mary's mix of recruiting opportunities includes both on-campus and off-campus events. In 1996-97, nearly 300 organizations including school systems, businesses, non-profit, and government organizations came to campus to interview students in all majors for entry-level, summer, and internship opportunities. In addition, two job fairs are scheduled on-campus during the spring. The first is the Career Fair in February, which is open to all students and



alumni. The second on-campus fair is the Education Job Fair in April, which includes public and private schools from Virginia, Maryland, and North Carolina. In addition, an off-campus recruitment program is offered in New York City during the College's January break. Students may also participate in the Minority Career Fair at the University of Virginia, the Crimson & Brown Minority Career Forum in Washington, D.C., and the International Student Job Fair held annually at The American University.

Recognizing that most employers recruiting on college campuses are from the business sector, the Office of Career Services has formed the Liberal Arts Career Network, a consortium of 25 colleges ranging from Minnesota to Massachusetts and from Maine to Virginia. Through this Network, schools locate jobs that are of interest to liberal arts graduates, such as positions in Archaeology, Writing, Public Policy, Consulting, Physical Science, and Museum and Paralegal positions.

For various reasons, a number of organizations elect not to recruit on campus but are interested in interviewing William and Mary students. To assist these employers, the Office offers a resume referral program. Announcements of available opportunities are made through the office's listserv and on bulletin boards. Students are encouraged to drop off their resumes so they can be forwarded to employers.

The office also publishes a jobs bulletin every two weeks. "Job Connections" is free to students and alumni and is also published via the web as a result of a partnership with Jobtrak. The bulletin is accessible from the Office of Career Services' home page under the topic "Employment" —> "Current Jobs".

*Graduate School Planning.* About 30 percent of each year's graduating class goes directly to graduate or professional school, and many more go on within five years after graduation. The Office assists students and alumni in selecting a graduate school program, preparing for admission tests, and applying for admission.

The office houses testing materials for the GRE, LSAT, GMAT, MCAT, and DCAT, and coordinates the administration of testing for the GRE, MCAT, and LSAT which is held on the William and Mary campus. The office maintains paperback copies of the six volume set of Peterson's Guides to Graduate Schools. The office also maintains a comprehensive list of Internet links to various graduate programs, accessible from the Office's home page, as well as guides on writing personal statements, financial aid, and standardized testing. The Office also sponsors the annual Graduate and Professional School Fair in the fall.

*Establishing a Credentials File.* Students may establish a credentials file in the Office of Career Services to hold letters of recommendation. Establishing a credentials file is important for students applying to graduate school, seeking teaching positions, or who are applying to work in higher education, since these types of organizations often require candidates to forward letters of recommendation from faculty members at their undergraduate institutions. The procedures for establishing and accessing a credentials file are explained in the handout "How to Set Up a Credential File" available in the Office.

*Alumni Connections.* Nearly 1500 alumni, parents, and friends of the College have volunteered to participate in various programs that are asso-



ciated with Major, Career, and Alumni Connections. Major Connections is scheduled during the Spring and offers students the opportunity to meet with alumni who return to campus for the day to share insights about their careers. Career Connections offers students the opportunity to shadow alumni volunteers at their place of work for one to five days during the winter, spring, and summer breaks. The deadline to participate in this program is usually at the beginning of November, so students are encouraged to check with the Office early (October) to learn of the available opportunities for the coming year. Finally, Alumni Connections offers students the opportunity to conduct informational interviews with alumni in many different careers. The bulk of these interviews take place during the winter and spring breaks, although interviews can be arranged with alumni at other times.

*Experiential Programs: Internships, Shared Experiences and Externships.* Experiential programs can impact the career development of participating students by helping students decide on career options and leading to full time positions after graduation. Last year alone, more than 70 students found jobs as a result of an internship or summer job. The Office of Career Services serves as a clearinghouse for internship opportunities and assists students in the application process.

The Office collaborates with 10 other universities to exchange internships via the Web. This program makes information on more than 700 internships available to students. Most internships are available during the summer and a significant number are paid. The Office also has a number of internship directories that can be found in the career library. Some internships can be done for credit, although credit must be arranged with faculty. Some organizations also visit campus to recruit for interns. Shared Experience opportunities are short term internships that occur in the Williamsburg area. Students interested in participating in a Shared Experience should register with the Office within the first few weeks of each semester. Applications are then forwarded to the sponsoring agencies who select the students in which they are interested. Externship opportunities with a number of alumni, area lawyers, and physicians allow students to shadow members of different professions at their places of work for one to five days.

*Programs for Minority and International Students.* The Office offers several programs and opportunities for minority and international students. The Office participates in the Minority Career Fair at the University of Virginia that is attended by more than 100 employers, as well as the Crimson and Brown Minority Career Forum in Washington, D.C. To provide an opportunity for international students who are seeking employment in their home countries, the Office collaborates with several universities in the area to organize the International Student Job Fair held annually at The American University. The Office also collaborates with the Society of Alumni's Hulon Willis Association and the Office of Multicultural Affairs to organize the annual Black Alumni Student Day, which provides an opportunity for alumni to share personal and career experiences with students. In addition, the Office is in the process of working with the Hulon Willis Association to launch a mentoring program linking African American students with alumni working in their fields of interest.

*Keeping Students and Alumni Informed.* The Office of Career Services maintains two electronic mail services that are used to send timely announcements directly to student and alumni e-mail accounts. Subscription is free. In addition, the Office publishes a weekly electronic newsletter that provides a brief summary of upcoming programs on and off campus, which is also available on the Office web site.

The Office is open year-round Monday through Friday from 8:00 am to 5:00 pm. The Career Library is open while classes are in session Monday through Friday from 8:00 am to 5:00 pm, and Saturday from 9:00 am to 12:00 noon.

### **Escort Program**

#### **Alpha Phi Omega, 221-3293.**

Alpha Phi Omega provides an escort home for students who do not wish to walk alone at night. Located in the Commuter Student House, 404 Jamestown Road, this service is available Sunday through Thursday from 7:00 pm - 1:00 am, and Friday and Saturday from 7:00 pm - 2:00 am. Call 221-3293 for more information or to arrange an escort.

### **Student Legal Services**

#### **Campus Center 155, 221-3304.**

Student Legal Services offers free legal information to William and Mary students, faculty, and staff. Law student volunteers provide information about the law, the legal profession, and legal matters such as landlord-tenant relations, contracts, and insurance. Student Legal Services also provides general information concerning student rights and legal matters related to student groups and organizations.

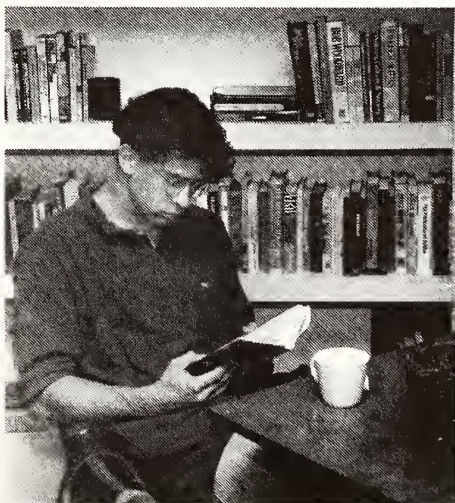
The Student Rights branch of Student Legal Services specializes in problems students may have related to the College, including disciplinary hearings, Honor Code matters, and grade appeals.

Law students are not lawyers and may not practice law. Members of the College community who need legal representation will be referred to an attorney. Student Legal Services is open Monday through Friday from 11:00 am - 5:00 pm.

### **Writing Resources Center**

#### **Tucker Hall 115A, 221-3925.**

The Writing Resources Center (WRC) offers assistance with writing and oral communication to members of the College community at no charge.



Staff members are available to assist students on an individual basis at all stages of the writing and oral communication processes and can assist students with a wide variety of interests and abilities—from freshmen with oral communication apprehension to seniors working on honors theses.

The WRC is not a remedial service; it provides an open, comfortable place for talking and learning about writing and communication at every level, including discussing ideas. The Center is open Monday through Friday from 9:00 am to 4:00 pm, Tuesday, Wednesday, and Thursday evenings from 7:00 to 9:00 pm, and Sunday from 2:00 pm to 5:00 pm.

Although walk-in consultations may be available, the Center encourages students to reserve a 50-minute appointment with a trained consultant by calling or stopping by the Center.





Through the Office of the Dean of Students, the Committee on Academic Status (CAS) monitors the academic progress of all undergraduate students. The Committee on Degrees and the Office of the Registrar also carry out academic policies and procedures of the College.

The following information highlights some important facets of academic policies for undergraduate students. For the official publication of academic regulations, undergraduate students should consult "Requirements for Degrees" and "Academic Regulations" in the *Undergraduate Catalog*. Graduate and law students should consult their academic deans.

### Changes in Final Examinations

Requests for changes in final examinations are processed in either the Office of the Dean of Undergraduate Studies, Ewell Hall 123, or the Office of the Dean of Students, Campus Center 109. Requests to reschedule a final examination should be filed with the Dean of Undergraduate Studies



and may be made when a student has three scheduled final examinations in three consecutive exam periods on consecutive days, when there is a conflict between a student's scheduled examinations, or when a student wishes to take an examination with a different section of the same course taught by the same instructor.

Requests to defer a final examination should be filed with the Office of the Dean of Students and may be made on the basis of illness or other extenuating circumstances such as a death or other family emergency, conflict with a religious holiday, or participation in activities by a student representing the College. Final examinations that are deferred will be scheduled for the beginning of the following regular semester.

Final examinations are rescheduled or deferred only for extraordinary and compelling reasons. Students should not assume that a request is approved until they receive written approval from a College official. Individual faculty members may not grant permission to reschedule or defer a final examination.

At times unpredictable circumstances present themselves, such as a car breakdown or an accident on the way to a final examination. In such cases a student should see a member of the staff of the Office of the Dean of Students at the earliest available time to determine possible options. Documentation, such as receipts, will be important to expedite matters.

### Academic Progress

Students who fail to make satisfactory academic progress may be issued a warning, placed on academic probation, or required to withdraw. Academic warning is an informal admonition noted in a letter sent to students



who have failed to maintain a 2.0 semester Q.P.A. or who are falling behind in credit hours.

Academic Probation and Continuance

In May 1995 revised academic probation and continuance requirements were established which apply to all undergraduate students whose first full-time semester is the Fall of 1995 or later. Students who entered before Fall of 1995 should consult the *Undergraduate Catalog* for the year of their entry to obtain the applicable continuance requirements.

Minimum requirements for continuance are shown on the following chart:

After Full-time Semester	Semester Q.P.A.	Semester Academic Credits	Cumulative Q. P. A.	Cumulative Academic Credits
1	1.1	9		
2			1.1	18
3	1.4	9		
4			1.4	42
5	1.7	9		
6			1.7	66
7	1.9	9		
8			1.9	90
9	2.0	9		
10			2.0	120
End of time allotted for degree				

(Note: Semesters do not count as “full” if the individual is part-time or has special permission to carry an underload in the pertinent semester.)

Credits earned through transfer, advanced placement, and special examination are not computed in the Q.P.A. Credits brought at the time of transfer to William and Mary are used to determine which full-time semester a student is in for continuance review purposes. A student who falls below the required progress levels specified in the table above will be placed automatically on academic probation for the following semester. A student permitted to continue in the College on academic probation, as well as a student readmitted to the College on academic probation, must earn a semester average of not less than 2.0 on a minimum of 12 passed credits in the probationary semester in order to continue and must also meet annual continuance requirements. A student on academic probation who enrolls in classes during a William and Mary summer session is required to earn grades of “C” (2.0) or higher in each course. A student who does not meet minimal probationary and continuance standards will be required to withdraw from the College due to academic deficiency.

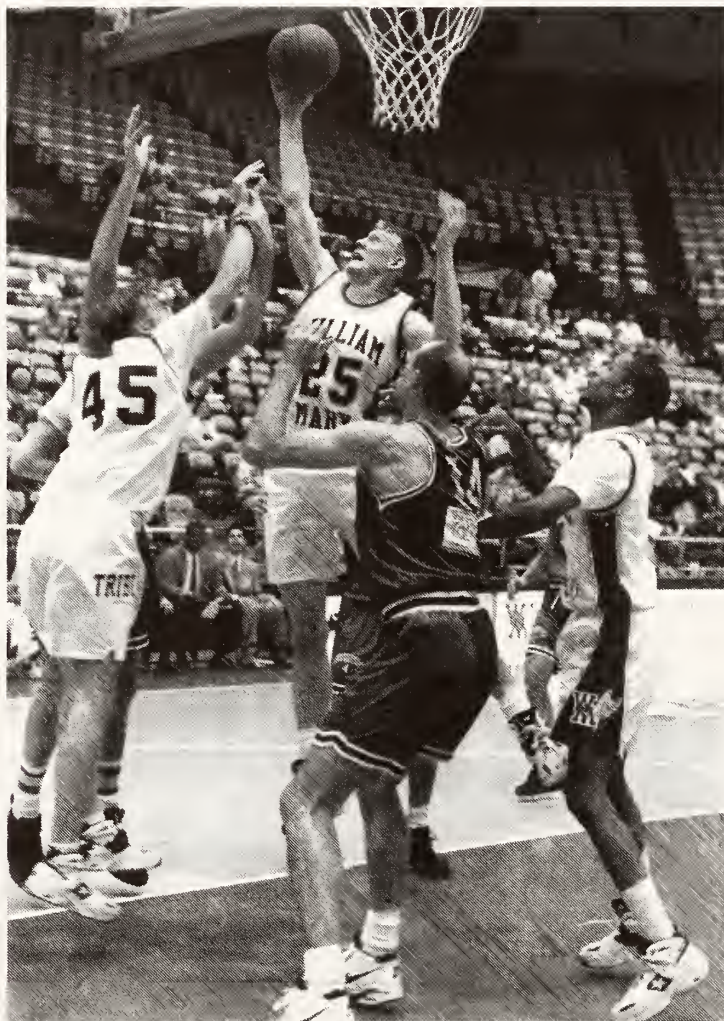
Part-time students placed on academic probation must earn a Q.P.A. of 2.0 on a minimum of 12 credits during a 12-month period in order to continue in good standing. An unclassified student enrolled for 12 or more hours must meet the continuance standards applicable to a regularly enrolled student. The record of a student who fails to meet these standards may be reviewed by the Committee on Academic Status.

### **Class Attendance**

An education system centered upon classroom instruction is predicated on the concept of regular class attendance. In support of this concept, the following principles are to be observed: (1) Except for reasonable cause, students are expected to be present at all regularly scheduled class meetings, particularly their last scheduled class in each of their courses preceding and their first scheduled class in each of their courses following the fall, Thanksgiving, semester break, and spring holidays; (2) Students whose attendance becomes unsatisfactory to the extent that their course performance is affected adversely should be so informed by their instructor and reported to the Dean of Students.

### **Dean's List**

Full-time, degree-seeking undergraduate students who earn a grade point average of 3.6 or higher on a minimum of 12 graded (A through F) academic hours taken during a semester are recognized on the Dean's List. Students who meet the Dean's List standards upon resolution of grades of *I* and *G* will be added to the Dean's List.





<b>Declaration of Concentration</b>	<p>A student who has earned 39 academic credits may declare a concentration. A concentration must be declared by the time a student files a notice of candidacy for graduation with the Registrar. Students who wish to declare a concentration in Interdisciplinary Studies or International Studies must do so no later than the pre-registration period for the senior year. Forms for declaration of concentration are available in the Academic Advising Office, Ewell Hall 127.</p> <p>Most departments require completion of 27 to 38 hours in the department in order to fulfill concentration requirements. Department requirements vary. Students are not permitted to apply more than 48 semester hours in a subject field toward a degree. See the <i>Undergraduate Catalog</i> or a concentration advisor in the Academic Advising Office for further details.</p>
<b>Degree Requirement Exceptions</b>	<p>Students requesting exemption from or adjustment of any of the requirements for a degree must petition the Committee on Degrees through the Office of the Dean of the Faculty of Arts and Sciences. Students admitted to the School of Business Administration should contact the Office of the Dean of the School of Business Administration.</p>
<b>Domiciliary Status</b>	<p>To be eligible for the lower tuition rate available to in-state students, a student must meet the statutory test for domicile set forth in Section 23-7.4 of the Code of Virginia. Domicile is a technical legal concept, and a student's status is determined objectively through the impartial application of established criteria. In general, to establish domicile, students must be able to verify (1) that for at least one year immediately preceding the first official day of classes, their permanent home was in Virginia, and (2) that they intend to stay in Virginia indefinitely after graduation. <i>Residence in Virginia primarily to attend college does not establish eligibility for the in-state tuition rate.</i></p> <p>Students re-enrolling in the College after an absence of one or more semesters must re-apply for domiciliary status and are subject to the same criteria as entering students. A matriculating student whose domicile has changed may request reclassification from out-of-state to in-state; however, reclassification must be applied for before the beginning of the academic semester. Any student may ask for a written review of an adverse decision, but a change in classification will be made only when justified by clear and convincing evidence. All inquiries about domiciliary status should be addressed to the Office of the Registrar.</p>
<b>Drop-Add</b>	<p>During the first six days of classes, students may drop one or more courses without any notation being placed on the academic record. The deadline for dropping precedes the deadline for adding by two days so that students may more easily enroll in desired courses. Students may drop and/or add courses according to procedures and deadlines announced by the Office of the Registrar. Students may not drop a class after the deadline announced by the Office of the Registrar except in exceptional or extraordinary circumstances as determined by the Committee on Academic Status. Students may obtain forms for such requests from the Office of the Dean of Students.</p>
<b>General Education Requirements (GERs)</b>	<p>See <i>Undergraduate Catalog</i>.</p>



## Grade Review

Students may obtain instructions for requesting the review of a final course grade within Arts and Sciences from the Office of the Dean of the Faculty of Arts and Sciences. A student wishing to contest a final grade should first speak with the instructor who assigned the grade. If the issue is not resolved, the student should then discuss it with the department head. A grade review must be initiated before the end of the sixth week of the next regular (fall or spring) semester.

A student in the School of Business Administration who wishes to contest a final grade should first speak with the instructor who assigned the grade. If the issue is not resolved the student should file a written request for a grade review indicating the pertinent facts with the Undergraduate Faculty Coordinator. The faculty coordinator will review the facts, gather additional information if needed, and make a recommendation to the Associate Dean for Academic Affairs. The decision of the Associate Dean for Academic Affairs will be communicated to the student, the faculty member, and the faculty coordinator in writing. A grade review must be initiated within six weeks of the beginning of the next regular (fall or spring) semester. A review involving a grade assigned by a faculty coordinator will be conducted by the Associate Dean for Academic Affairs.

Students in the School of Education should consult the Dean of the School of Education for information regarding grade review procedures.

## Grading System

Grades issued at the College are A, A-, B+, B, B-, C+, C, C-, D+, D, D-, and F. Also assigned are G, I, P, W, and WM, explained in the *Undergraduate Catalog*. 0 represents no credit earned for a successfully completed audited course. U represents an unsuccessfully audited course. R indicates that Writing 101 is to be repeated.

## Graduation Requirements

Students enrolled in or after the fall 1994 semester must complete 120 semester hours of credit for graduation and must pass the equivalent of two physical activity courses. Physical activity courses will receive academic credit and are counted in the 120 credits. Students may apply no more than four semester credits of physical activity courses toward the 120-credit requirement except for Kinesiology concentrators, who may apply up to six.

To fulfill the physical activity requirement, a student must:

A. Pass two 100-level physical activity courses. KIN 150 is not an activity course; or

B. Pass two proficiencies. A proficiency is demonstrated either through successful completion of a proficiency test given by the Department of Kinesiology or by a year of participation in a varsity sport.\* Proficiencies carry no credit; or

C. Pass one activity course and one proficiency.

\*Each year of varsity participation is counted as one proficiency. Varsity participation will be certified for fall sports on October 15 and for spring sports on February 15. Questions should be referred to John Charles, Chair of Kinesiology (221-2773), Mark Fowler, Dean of Undergraduate Studies (221-2469), Carol Goins, Senior Assistant Registrar (221-2818), or Sharon Reed, Associate Director of Academic Advising (221-2817).

## Normal Load

A full-time student must register for a minimum of 12 credits and may register for a maximum of 18 credits. Requests to take fewer than twelve hours must be submitted to the Committee on Academic Status through

the Office of the Dean of Students.

### **Medical Underload**

With the written recommendation of a physician or psychologist, students unable to undertake a full academic schedule may request a medical underload. Petitions for underloads must be submitted to the Committee on Academic Status through the Office of the Dean of Students. After the ninth week of the semester, a recommendation from the instructor of each course which a student is requesting to discontinue is required in addition to the petition. If granted, medical underloads processed during a semester normally do not result in any refund of tuition or fees. Inquiries regarding refunds should be directed to the Office of the Bursar.

### **Underload**

Students must request approval from the Committee on Academic Status through the Office of the Dean of Students to carry fewer than 12 credit hours. Students carrying an unauthorized underload are subject to disenrollment after the drop-add period or can be placed on probation by the Committee on Academic Status. Students who are considering a petition for underload should consult with scholarship/financial aid and insurance providers to make certain they understand all the financial implications of a reduction in load.

### **Overload**

Requests to enroll for more than 18 hours must be submitted to the Committee on Academic Status through the Office of the Dean of Students. Students carrying unauthorized overloads after the drop-add period are subject to disenrollment or required withdrawal. An overload is rarely granted to students whose cumulative or regular preceding semester's grade point average is less than 3.0.

### **Pass/Fail Option**

Junior and senior students may elect to carry one non-required course per semester on a pass/fail basis. The pass/fail option is intended to encourage broad educational development and must be elected no later than the



end of the drop/add period. Students may not elect the pass/fail option after the deadline, except in extraordinary and compelling circumstances as determined by the Committee on Academic Status. A desire to lighten the work load during the course of the semester or to avoid a disappointing conventional grade are

not considered extraordinary or compelling circumstances. The pass/fail option is part of the on-line registration system. (See "Student's Program," *Undergraduate Catalog*, for further information.)

### **Proficiency Requirements**

See *Undergraduate Catalog*.



<b>Refunds</b>	Some actions approved by the College may result in refunds of tuition and fees. All questions regarding refunds should be directed to the Office of the Bursar.
<b>Registration</b>	All classified undergraduate students who are currently enrolled and plan to return for the following semester should register during the appropriate registration window as published by the Registrar for the next regular (spring or fall) semester. Students register through computers in various public access computer labs on campus. Students are encouraged to consult with academic advisors before registering.
<b>Reporting of Grades</b>	In accordance with the provisions of federal law and the College's "Statement of Rights and Responsibilities," the College does not release grades to anyone other than the student, including parents, without that student's written request. To make such a request, students should contact the Office of the Dean of Students.
<b>Reinstatement to Good Standing</b>	<p>Students who are not in good academic standing with the College who wish to seek readmission or wish to transfer to another school with confirmation of good standing must submit a petition for reinstatement to the Committee on Academic Status through the Office of the Dean of Students.</p> <p>A petition for reinstatement should include a clear statement in which the student explains fully why he or she was not successful in the past and why he or she expects new success in the future. A petition for reinstatement usually will also include: (1) A transcript from any two or four year college attended after separation from the College. The student is strongly urged to send such transcripts, and the Committee expects grades of "B" or higher earned in a minimum of two standard and relevant academic courses carried elsewhere; (2) A positive recommendation from a supervisor who employed the student, part or full-time, after required withdrawal from the College; and (3) Relevant personal recommendations from persons such as a physician, therapist, or counselor who can comment on past difficulties and the prospect of future success.</p> <p>Students required to withdraw in May, or after either Summer Session, are eligible to apply for reinstatement no earlier than the following November for readmission in January. Students required to withdraw in January are eligible to apply for reinstatement no earlier than the following April for readmission effective the following fall semester. Petitions for reinstatement must be received at least two weeks before the beginning of the semester in which a student wishes to re-enroll in order to be considered by the Committee.</p> <p>The Committee, virtually without exception, will not grant a request for reinstatement to any student who has been required to withdraw for academic deficiencies more than once. Students not in good standing at the College are not permitted to (1) transfer to William and Mary any credits earned at other institutions or (2) receive credit by examination for work undertaken. Inquiries regarding these policies should be addressed to the Office of the Dean of Students.</p>
<b>Religious Accommodations</b>	The College urges its administrators, faculty, and staff to be sensitive to the religious holidays of organized religions. All persons should be able to participate in the essential practices of their faith without conflict with academic requirements, as long as such practices are in accordance with state and federal regulations and consistent with safety regulations of the



College. The College offers the following guidelines: (1) As soon as possible and no later than the end of the drop/add period, each student has the responsibility to arrange his or her course schedule to minimize conflicts. It is understood that when scheduling options exist for religious observances, the student has the responsibility to minimize conflicts; (2) Based upon prior agreement between the instructor and the student, a student who misses a class meeting because of a scheduling conflict with religious observances should be allowed, whenever possible, to complete without penalty the work missed because of such absences. A student who is absent from a test or presentation because of the observance of a religious holiday should be able to reschedule it without penalty. Absence from an undergraduate final examination requires that the change be made through the process established by the Office of the Dean of Students. Graduate students should contact the dean of their respective schools; (3) If a scheduling conflict with a student's planned absence cannot be resolved between the instructor and the student, undergraduates should inform the Dean of Students, who will follow the established procedure for a class absence, and graduate students should contact the dean of their respective schools; (4) Faculty members and administrators in charge of scheduling campus-wide events should avoid conflicts with religious holidays as much as possible.

#### **Required Withdrawal from the College**

Students who fail to meet applicable probationary standards or continuance requirements may be required to withdraw from the College. Those required to withdraw for academic deficiencies are not automatically eligible for readmission. The Office of the Dean of Students will not process an application for readmission from a student who has been required to withdraw unless the student has been reinstated to good standing by the Committee on Academic Status.

#### **Summer School**

Summer school at William and Mary consists of two five-week sessions. Students may not take more than seven hours per session. Requests for overloads must be approved by the Committee on Academic Status. Summer Session catalogs are published in April of each year. For more information, contact the Office of the Registrar.

#### **Summer School at Other Institutions**

Students must request approval from the Office of Academic Advising prior to enrolling at another accredited U.S. institution in order to receive credit for courses taken during the summer. Forms are available from the Office of Academic Advising. Only elective courses, which are not used to meet concentration, minor, area/sequence, GER, and proficiency requirements, are eligible for transfer consideration. Students should check with both their individual William and Mary department and the Academic Advising Office to determine which credits may be transferred. For summer study abroad, students must register with the Programs Abroad Office in the Reves Center.

#### **Transcripts**

Requests for official transcripts must be made in writing and must be signed by the student. A \$5.00 fee is charged for each official transcript ordered. Requests may be made in person with forms available in Room 108 or outside Room 119 of the Office of the Registrar in Blow Memorial Hall, or by mail to P.O. Box 8795, Williamsburg, VA 23187-8795. ***Faxed requests are not accepted.*** Transcript orders made in person may be paid by cash or check at the Cashier at the Bursar's Office. Orders sent by mail

must include payment in the form of check or money order. Please do not send cash in the mail. Credit cards are not accepted.

Students should consider whether or not an official transcript is required prior to placing an order. Official transcripts usually are required for admission to a college or university and occasionally for employment purposes. In many instances, a student may provide a photocopy of his or her most recent grade report instead of ordering an official transcript. A grade report usually contains additional information about a student's academic career not included in an official transcript, such as semester by semester grade point average and running grade point average. Unofficial academic summaries which are similar to the grade report are provided free of charge.

An official transcript from the College of William and Mary is printed on blue and white paper and bears the raised Seal of the College and the signature of the University Registrar. Transcripts issued to students will bear the stamp "Issued to Student." Transcripts may not be considered "official" unless sent directly from the issuing institution to the receiving institution or agency. Official transcripts usually are prepared and released within 3-5 working days. At the beginning or end of a semester, however, the waiting period for a transcript may be 10-15 days. The Office of the University Registrar will not send partial or incomplete transcripts; thus, transcripts for currently enrolled students will not be processed at the end of a semester until all grades have been received and posted to student records. A student's account must be clear of all fines and fees before a transcript will be released.

### Transfer credit

Transfer credit from other accredited colleges in the U.S. is evaluated by the Associate Director of Academic Advising after a student is admitted and submits a deposit but before enrollment at William and Mary. It is the student's responsibility to make sure all official transcripts have been sent



to William and Mary as early as possible. Students who have questions concerning the evaluation of their credit should contact the Associate Director of Academic Advising or, if a syllabus has been requested by the College for evaluation purposes, the Chairperson of the department in which they hope to receive credit. For transfer of credit from study abroad programs, students must register

with the Programs Abroad Coordinator in the Reves Center to arrange for prior approval of courses to be taken abroad. (See "Transfer of Credit from Other Institutions," *Undergraduate Catalog*.)

### Withdrawal from the College

A student who desires to withdraw from the College in the course of an ongoing semester should apply to the Dean of Students for permission to withdraw before the tenth week of classes. A student who acts in that time frame can be confident of approval. Students who wish to withdraw after

the deadline should consult with the Office of the Dean of Students. Unauthorized withdrawal after the tenth week of classes will result in grades of failure recorded for all courses carried in that term. Students who withdraw from the College in the first half of the semester are generally eligible for a partial refund of tuition and fees. Questions about refunds should be addressed to the Office of the Bursar.

Students who wish to withdraw from the College for the upcoming semester should fill out a "Will Not Return" form available in the Office of the Dean of Students prior to the beginning of that term. Such action results in cancellation of registration and housing for the following semester.

Students who plan to study abroad through a William and Mary program or through a program of another school must contact the Reves Center for information on the proper procedure to follow prior to the beginning of the semester abroad.

### **Withdrawal from a Course**

After the drop-add period, students may withdraw with a grade of W from a course through the ninth week of classes. The exact deadline may be verified through the Registrar's Office. *No other withdrawals are permitted without the approval of the Committee on Academic Status.* Forms are available in the Office of the Dean of Students. Students who withdraw from one or more courses must maintain a course load of at least 12 credits and must follow procedures established by the Office of the Registrar.





## Student Assembly (SA)

Student government at William and Mary is vested in the Student Assembly. The Assembly provides a voice for student opinion and a means through which students participate in the growth of a strong community. It has four basic objectives:

1. *To provide a voice for student opinion.* The Student Assembly is a forum through which students express their opinions about all aspects of university life. Since the Assembly consists of both graduate and undergraduate members, it is the one body at the university authorized to speak on behalf of *all* students. The Executive Council, the head of the Assembly, provides focus for the concerns and interests of the student body. It advocates for students through a variety of techniques including communications with the Board of Visitors, the faculties, and local and state government. The graduate councils and the Undergraduate Council enable students to express themselves on issues related specifically to the needs of their constituent groups. To ensure that individual students have direct access to their elected governing body, a portion of every Executive Council meeting is devoted to receiving input from any member of the student community.

2. *To educate and inform the student body.* The basis of a strong, active system of representative governance is an informed constituency. The Student Assembly disperses information to students about university proposals, initiatives, and actions to ensure that students understand issues which affect them and have the information necessary to express their views and initiate actions. Clubs and hall councils are informed through the Club Council and the Residence Hall Association respectively.

3. *To fairly and equitably allocate the student activity fee.* The Student Assembly plays a central role in determining and allocating student activity fees at William and Mary. Through the Finance Committee of the Executive Council, the Assembly recommends yearly allocation of student activities fees to student organizations, programs, and services.

4. *To provide cultural and social programming and student services.* The Student Assembly actively seeks to expand the cultural and campus-wide social options for all students. The Assembly initiates and sponsors activities on its own authority and in cooperation with other student and college organizations to ensure a diversified program which meets the needs of William and Mary students at all levels. To improve student life at the College, the Assembly also offers a number of services to students living both on and off campus.

All students, graduate and undergraduate, are members of the student government organization and are encouraged to become involved in its functions. The Student Assembly is made up of three parts:

1. *The Executive Council:* The Executive Council represents all students and consists of fifteen (15) members. A popularly elected student body president presides over the meetings of the Executive Council. The fifteen student representatives are elected annually as follows: two representatives from each undergraduate class, two at-large undergraduate student representatives, and one representative from each of the five graduate schools.

The Executive Council directs the work of the student government. It originates and receives resolutions, recommends the student fee budget allocations, nominates student members to College-wide committees, and supervises the full range of programs, services, and other activities sponsored by and for students. Eight standing and special committees are established as needed to support the work of the Assembly. The standing committees include Finance, Club Organizations, Communications, College-Wide Committees, Liaisons, Social, Cultural, and Services. The Executive Committee appoints one student to serve as the director of each committee and an Executive Council member to serve as a liaison between each committee and the Student Assembly. In addition, one Executive Council member serves as a facilitator between the Residence Hall Association, the Off-Campus Student Council, the Greek Residence Staff, and the Executive Council.

2. *The Undergraduate Council:* The Undergraduate Council deals with those matters which are exclusively the concern of the Undergraduate Student body. The Council consists of twenty-six (26) elected members, four class officers from each undergraduate class (president, vice president, secretary, and treasurer), and ten (10) undergraduate members of the Executive Council. The Undergraduate Council elects a chairperson from within its membership. Through their class officers, individual classes promote social activities, enhance communication among their members, and offer cultural and service activities for class members.

3. *The Graduate System:* Each graduate school has a Graduate Council. These councils include the Graduate Business School (MBAA), the Law School (SBA), the Virginia Institute of Marine Science (VIMS), the Graduate School of Education (GEA), and the Graduate School of Arts and Sciences (GSA-A&S). Each graduate council consists of a president, vice president, secretary, treasurer, and graduate representative who serves on the Student Assembly's Executive Council. Each graduate council appoints social, communications, cultural, and services committees.

Elections to all positions in the Student Assembly (except freshmen class positions) are held on the second Tuesday of February of the spring semester. Elections for freshmen representatives are held on the third or fourth Tuesday in September of the fall semester. Candidates for election to student government positions must be full-time, degree-seeking students. No student is permitted to campaign for more than one student government position, and students who are on honor or judicial probation are not eligible for election. An election committee is appointed by each of the five graduate councils and the Undergraduate Council to conduct annual elections. Election committees draft rules to be approved by their respective organizations which govern conduct for the elections.

The Student Assembly office is located in the Campus Center near Trinkle Hall and is open Monday through Friday from 11:00 am - 5:00 pm during the academic year. Student advocates may also be reached at 221-3302 or 221-3298. The offices of the Undergraduate Council and the graduate councils are located adjacent to the Student Assembly office.

#### **Graduate and Professional Student Associations and Organizations**

Graduate associations act as liaisons between students, faculties, and administrators within the various schools. Enrollment in these associations is automatic upon enrollment in a graduate or professional school and offers students the opportunity to explore different areas of concern within their respective schools.





## University Centers

**Robert C. Knowlton, Director, University Centers, University Center 221, 221-3431; Bill Jonas, Assistant Director, University Centers, University Center 225, 221-3432; Linda Chavies, Night Manager, University Center 218, 221-1356.**

The Campus Center and the University Center offer a variety of educational and recreational programs and services to all members of the College community. The University Centers also offer many employment opportunities for students.

The Campus Center has been a meeting place for students, faculty, and staff since its construction in 1958. Located on Jamestown Road across from the Wren Building, it houses several student organization offices and many Student Affairs offices, including the Office of the Vice President for Student Affairs, the Office of the Dean of Students, the Office of Student Activities, the Office of Multicultural Affairs, the Office of Residence Life, and the Office of Student Volunteer Services. In addition, the student organization suites located on the second floor of the Campus Center provide office space, meeting space, and support services for clubs and organizations. Other services available in the Campus Center include a computer lab, the ID Office, the F.I.S.H. Bowl (Free Information on Student Health) resource center, a candy counter/information desk, electronic bulletin board, ATM, self-serve copier, stamp machine, and a dining area called "The Marketplace." Call 221-3448 for more information about Campus Center services.

The University Center, located near the center of campus at the south end of Zable Stadium, opened in January of 1994. This building houses a wide scope of activities and services. The Campus Post Office, a computer store, a combination bookstore/convenience store, a video rental/music store, and a games room are all located on the first floor. The second floor houses the University Center Food Court, the Main Lounge, which is a convenient meeting place for students, meeting rooms, a study lounge, an information desk, an ATM, a TV lounge, and administrative offices.

The University Center has four special meeting areas, including two multi-purpose rooms, an auditorium, and a social and recreational area. The Chesapeake and the Tidewater Rooms are two large, multi-purpose spaces on the third floor that can be divided into separate spaces. Either room can hold dances, dinners, performances, meetings, movies, receptions, and other large gatherings.

The Commonwealth Auditorium is a 463-seat facility with a stage, theatrical lighting, and a sophisticated sound system. It is suitable for stage productions, musical performances, speakers, movies, and many other productions.

"Lodge 1," located on the first floor of the University Center, has a unique atmosphere and hosts a different activity every night of the week such as dance nights, comedy clubs, coffeehouses, video nights, and special sports broadcasts. Students may purchase food from the snack menu at Lodge 1 or choose from other speciality refreshments. Call 221-1351 for more

## College of William and Mary Bookstore

information about University Center services or call 221-3433 for information about employment opportunities with the University Centers.

**106 Jamestown Road, 221-2480.**

The College Bookstore stocks all required textbooks and school supplies as well as a large selection of books and supplies of general interest. Students and visitors are welcome to browse, and a special order service is offered to those who wish to acquire books for their personal libraries. Used textbooks are also available to help reduce the cost of required textbooks. Both new and used textbooks can be sold back to the store through its buyback program.

The store offers a broad selection of student-oriented merchandise such as specially-priced computer software, clothing and gifts, greeting cards, posters, and calculators. The Bookstore is also the source for official College class rings, regalia, and graduation announcements.

The Bookstore accepts cash, personal checks with a valid ID, the William and Mary Express Card, Visa, MasterCard, Discover, American Express, and Barnes and Noble gift certificates.

The Bookstore is open Monday through Friday 8:00 am - 7:00 pm, Saturday 10:00 am - 6:00 pm, and Sunday 12:00 noon - 5:00 pm.

## Museums and Galleries

### **Andrews Hall**

Andrews Hall displays art work by students of the Department of Art and Art History as well as collections of art from outside the College. Exhibitions range from paintings to ceramics and are open to students and the general public with no admission charge. The Fine Arts Society, a student organization devoted to the visual arts, sponsors the Beaux Arts Ball which is usually held in Andrews Hall at the end of March.

### **Botetourt Gallery, Zollinger Museum, and Special Collections**

See page 46.

### **Classics Library**

The Department of Classical Studies houses two collections of Latin and Greek books and interesting artifacts in its Library.

### **Muscarelle Museum of Art**

**Bonnie Kelm, Director, 221-2710; Cindy Sharkey, Assistant to the Director, 221-2710; Ann Madonia, Curator of Collections, 221-2702; Rachel Strawn, Curator of Education, 221-2703.**

The Muscarelle Museum of Art cares for and displays the art collection of the College. The Museum also provides a program of special exhibitions composed of loan materials representing a wide range of cultures, periods, materials, and techniques that change every six to eight weeks. These exhibitions are often the subject of special lectures and symposia which are used as teaching and learning resources by faculty and students in various disciplines.

The Museum, in cooperation with the Department of Art and Art History, offers a credit program in art museum studies in which advanced students may undertake a museum internship. Students may also volunteer in a wide variety of museum activities. All students receive a 10% discount on purchases at the museum shop which offers unusual items and gifts.

The Museum is open Monday through Friday from 10:00 am - 4:45 pm and



Saturday and Sunday from 12:00 noon - 4:00 pm. The Museum is closed on national holidays. For a recorded message about current exhibitions and special events, call 221-2700.

### **Twentieth Century Gallery**

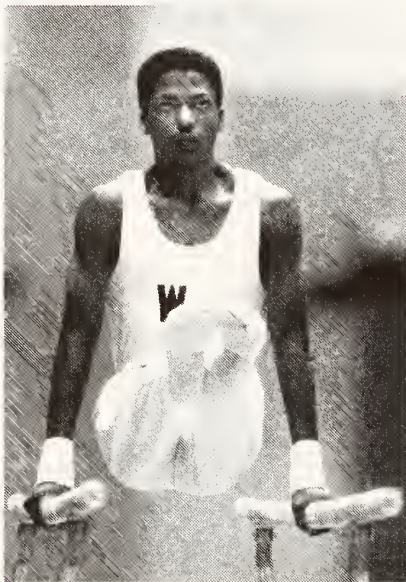
The Twentieth Century Gallery, affiliated with the Virginia Museum of Fine Arts in Richmond, features regional and national contemporary artists and craftspeople. Monthly exhibitions for display and for sale have included paintings, photography, ceramics, jewelry, glass, and fabrics. The Gallery also facilitates and sponsors a variety of art classes taught by local artists for a minimal fee. The Gallery is located at 219 N. Boundary Street and is open Tuesday through Saturday from 11:00 am - 5:00 pm and Sunday from 12:00 noon - 5:00 pm. Call 229-4949 for a schedule of classes or more information.

## **Recreational Facilities**

### **24-hour Facility Hotline, 221-3311.**

Numerous College recreational facilities are available to students with a valid student ID. Recreational facility hours of operation are available from the Recreational Sports Department. Recreational areas may be reserved for special sport club or intercollegiate events through Recreational Sports or the campus facilities coordinator.

**The Student Recreation Center**, located at the corner of Compton and Brooks Streets, contains a large gymnasium which can be separated into three separate activity areas, six racquetball and two squash courts, a free-weight room and apparatus area, and a 25-yard, 8-lane pool. Adair Gymnasium also provides recreational space with one large gymnasium and a 25-yard, 6-lane pool.



**William and Mary Hall**, home of the Athletic Department, contains the FitWell Studio, the Fencing/Martial Arts room, a main arena floor for occasional recreational use, and other areas that are primarily used for athletic functions.

Outdoor recreational areas include six lighted tennis courts adjacent to Adair Gymnasium and eight lighted courts opposite William and Mary Hall, intramural fields on Campus Drive, the Busch fields behind William and Mary Hall, and fields located in front of the Dillard housing complex.

**Lake Matoaka** offers canoeing to all students with an appropriate ID. Students may also reserve the Matoaka Shelter for picnicking through the Director of Student Activities. Swimming and ice skating are strictly prohibited on the Lake or Crim Dell at any time.

Over 210 student employment positions as office managers, ID checkers, facility supervisors, sport supervisors, lifeguards, and sports officials are available with the Recreational Sports Department. Students interested in employment should write to the Assistant Director-Informal Recreation, Recreational Sports, College of William and Mary, Williamsburg, VA 23187-8795, or call 221-3313 or 221-3310.

### **McCormack-Nagelsen Tennis Center**

The McCormack-Nagelsen Tennis Center is a state-of-the-art, indoor tennis

facility open seven days a week and available to all students and their visitors. The tennis center has six indoor courts in a climate controlled environment. A ball machine and demo rackets are available for hourly rental. Various leagues, lessons, and clinics are offered throughout the year.

The McCormack-Nagelsen Tennis Center houses the International Tennis Association Women's Collegiate Hall of Fame. It is also the home of both the men's and women's Tribe Tennis Teams. Spectator seating for over 500 people is available for the many matches and tournaments held throughout the year. Call 221-7378 for more information and court reservations.

### **The Earl Gregg Swem Library**

#### **Dean of University Libraries, 221-3055.**

The Earl Gregg Swem Library and its branches support the curricular and research needs of the students, faculty, and staff of the College. Its collections and services, developed with these needs in mind, consist of more than 1,067,000 cataloged volumes, 1,179,000 microform pieces, 560,000 government publications, one million manuscripts, and approximately 3,000 video recordings and other non-print materials. Information about books, journals, and other items in the library's collections and its branch libraries is available through the online catalog. The online catalog is accessible from dedicated equipment in the libraries, through microcomputer labs on campus, through the campus telecommunications network serving residence halls and academic buildings, and from off-campus by remote access and the Internet. At the beginning of the fall semester, the library staff offers introductory training in the use of the online catalog.

**Information Technology and Databases.** As information technology evolves, Swem Library makes new resources available to its users. The library offers self-serve access to a number of computerized indexes on CD-ROM, mediated access to several hundred specialized databases available through commercial vendors, and self-serve access to bibliographic and full-text databases available through the Internet. The library informs its users of improvements in these systems and the availability of new electronic information products, and provides training sessions throughout the year. Many of these databases are available on the World Wide Web at <http://swem.wm.edu/>.

**Lending of Library Materials.** All of the library's collections are available for use. Most items can be borrowed for use outside the building. The loan period extended to undergraduates for most items is thirty days. Graduate students and faculty receive longer loan periods. Any material on loan is subject to recall if another William and Mary user requests the same item. To encourage prompt returns, fines are charged for overdue items. Failure to pay fines or charges for lost or overdue books may result in suspension of library borrowing privileges or holds on class registration, diplomas, and transcripts.

All students, staff, and faculty must present a current College ID card to borrow materials. The use of Swem Library is subject to the principles of the Honor Code.

#### **Reserve Readings**

The library operates a reserve reading service to assure equitable, reliable access to items that a professor assigns everyone in a class to read. Individual faculty members determine an item's loan period. Most reserve



items are loaned for two hours; some are loaned overnight or for three days. Reserve items are listed in the library's online catalog.

### **Interlibrary Loans**

If a book, journal article, or other item is not available in Swem, it can generally be borrowed from another library. Requests for such materials should be submitted to the Interlibrary Loan Department on the ground floor of Swem. Students should allow a minimum of two weeks for fulfillment of an interlibrary loan request.

### **State and Federal Government Publications**

Swem Library is a depository for publications produced by the United States and Virginia governments. As a depository library, Swem serves the College community and area residents. This collection holds materials in both print and electronic formats. Materials acquired from the federal government in recent years appear in the online catalog. Older federal government publications and most publications from the Commonwealth of Virginia are not in the catalog; the Government Documents Department has special finding aids for these collections. Access to electronic government information is provided on the World Wide Web at <http://www.swem.wm.edu/GOVDOC/docpage.html>.

### **Reference Assistance**

A reference librarian is available for consultation most hours the library is open. Reference staff can help students identify library resources that are potentially useful for a particular project, explain the use of specific information tools, assist with searching databases on CD-ROM, offer group instruction to classes upon a professor's request, and offer general advice on use of the library. Both the Reference Department and the Government Documents Department accept reference questions by electronic mail or telephone.

Government Documents. 221-3064 [libdoc@mail.wm.edu](mailto:libdoc@mail.wm.edu)

Reference. 221-3067 [libref@mail.wm.edu](mailto:libref@mail.wm.edu)

### **Special Collections**

Swem Library's Special Collections Division includes the University Archives and the Manuscripts and Rare Books Department. Students are encouraged to use these rich resources. The University Archives documents the history of the College from its founding in 1693 to the present. It collects publications, photographs, official records, artifacts, memorabilia, and other materials relating to the College. The Manuscripts and Rare Books Department includes books dating back to 1479, eighteenth- and nineteenth-century Virginia family papers, papers of distinguished alumni and Virginia political leaders, travel accounts, and local history materials. These books and manuscripts can be located through the online catalog. Materials from Special Collections are not available for loan, but may be used on-site.

Special Collections hours are Monday through Friday from 10:00 am - 5:00 pm and Saturday from 9:00 am - 1:00 pm. Visit the Special Collections home page on the World Wide Web at <http://swem.wm.edu/spcol/spcolhp.html>.

### **Botetourt Gallery and Zollinger Museum**

The Botetourt Gallery exhibits collections of art unique for their historical

value and their relationship to the College. The figurehead of the Gallery is the statue of Lord Botetourt, colonial Governor of Virginia from 1768-1770.

The Zollinger Museum houses many College artifacts, such as the mace, the Chancellor's and Rector's badges and chains of office, and the boundary stone. The museum also features exhibits from the Library's Special Collections holdings or those on loan from other institutions.

### **Study Areas and Facilities**

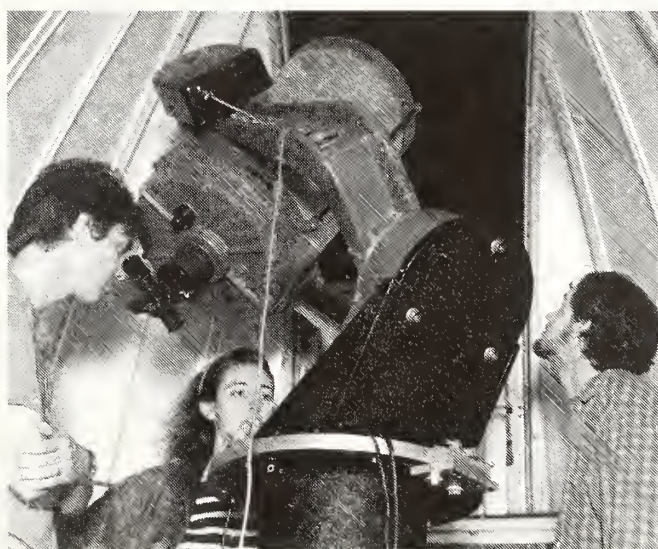
Swem Library provides a variety of settings for study including individual study carrels, large study tables, and group study rooms. It also offers a student lounge at the entrance to the library that is open twenty-four hours a day when classes are in session. At all other times, the lounge is open during regular library hours. Several food and drink vending machines are available in the lounge, and smoking is permitted in a portion of the lounge. Food and drink and the use of tobacco products of all types is prohibited in all other areas of Swem Library.

Photocopy machines are available on all floors of the library. All machines are operated with the student ID card which provides access to a student's William and Mary Express Card account. (For more information about the W&M Express Card, see p. \_\_.) Microform and microfiche copiers are also available on the first floor. Four of them accept the ID /William and Mary Express Card, and the others accept coins. A change machine is also located off the lobby and in the student lounge. Duplicating Services, located on the ground floor, is a full-service printing operation providing photocopies, full color copies, printing, microform printing, specialty paper, non-copyrighted course packs, binding, fax service, and a William and Mary Express Account deposit location.

### **Branch Libraries**

Swem Library has several branches serving specific disciplines:

**Biology Library, 112 Millington Hall.** The Biology Library collection contains current issues of biology journals.



**Chemistry Library, 204 Rogers Hall, 221-2559.** The Chemistry Library collection contains approximately 11,000 volumes, including 82 periodicals. "Chemical Abstracts" is available on microfilm with indexes in paper and microfiche form. Microfilm and microfiche reader-printers are available.

**Geology Library, 219 Tercentenary Hall, 221-2094.** The Geology Library includes 17,000 volumes, 86 current periodical subscriptions, and over 21,000 maps. The library is a depository for U.S. Geological Survey topographic maps for regions east

of the Mississippi River and holds many other publications of the USGS, the Canadian Geological Survey, and numerous state geologic surveys. All Virginia state survey publications are available. GEOREF, the electronic version of the Bibliography and Index of Geology, is available on CD-ROM in the Geology library.



## Technology Services

**Music Library, 250 Ewell Hall, 221-1090.** The Music Library contains over 17,000 sound recordings and approximately 9,100 scores. Much of this material is listed in the online catalog, and the library maintains a card index of the collection as well. Scores circulate, but recordings are non-circulating. Videos and videodisks of musical performances are also available for viewing in the library. The library has fifteen listening stations and one video viewing station for videotapes and videodisks. Students may use the listening stations Sunday from 5:00 pm - 10:00 pm, Monday through Thursday from 10:00 am - 11:00 pm, and Friday from 10:00 am - 5:00 pm.

**Physics Library, 161 Small Hall, 221-3539.** The Physics Library collection contains over 29,000 volumes and 140 current periodical subscriptions. The collections are enhanced through cooperation with the nearby CEBAF (Continuous Electron Beam Accelerator Facility) library. "Physics Abstracts," a comprehensive bibliographic database in physics, is available on CD-ROM, and "Current Contents on Diskette" is available for searching the contents of recent issues of over 1,200 physical, chemical, and earth sciences journals. Database searching of many scientific databases is available by appointment for a cost-recovery fee.

### Library Hours

During the regular academic year, Swem Library is open Monday through Thursday from 9:00 am - 12:00 midnight, Friday and Saturday from 9:00 am - 6:00 pm, and Sunday from 1:00 pm - 12:00 midnight. Hours for departments within Swem Library and for branch libraries may vary. Call 221-INFO 24 hours a day for more information or to confirm hours.

In the summer of 1994, the Instructional Technology Department, comprised of Audio-Visual, Video Production and Photography/Graphic Arts Services, joined the Computing Support and PC Maintenance staff to form Technology Services, a new service group available to assist the College community with computer questions or problems. Located in Swem Library on the ground floor, the Technology Services Help Desk supports and promotes the effective and efficient use of instructional and computing technology. When classes are in session, Help Desk hours are Monday through Thursday from 8:00 am - 11:00 pm, Friday from 8:00 am - 5:00 pm, Saturday from 10:00 am - 4:00 pm, and Sunday from 2:00 pm - 11:00 pm.

**Computing Support Services** staff consultants are available to advise the College community on the selection, purchase, and application of computers and computer software. Help Desk staff also provide hotline and on-site support.

**Audio-Visual Services** provides consultation, installation, and maintenance resources to respond to faculty's classroom technology needs including needs related to electronic presentation classrooms with advanced equipment such as large screen projection systems, 3-D visualizers, sound systems, and video/data monitors. Audio-Visual Services also offers assistance with videotaping, editing, production, scriptwriting, and storyboarding.

**Photography/Graphic Arts Services** prepares instructional material, creates slides from printed matter such as books and magazines, generates computer graphics for use in prints or slides, and develops black and white film.

Call the Help Desk at 221-HELP for more information about Technology Services.

## Publications Council



Established in 1971, the Publications Council provides guidance and financial supervision for undergraduate and graduate student publications. The Council is comprised of four student members, two faculty members, two members of the administration, and a member of the community at large. The Director of Student Activities, the editors of the student publications, the station manager of WCWM, and the chapter president of the Society of Collegiate Journalists (the national communications collegiate fraternity) are ex-officio, non-voting members.

The Council's primary responsibilities are the establishment of the annual operating budget of the news media, and the selection each spring of the editors-in-chief of publications and the station manager. The Council has the authority to handle problems and settle disputes which may arise as a result of published or aired materials.

Under the supervision of the Council are *A Gallery of Writing*, the *Amicus Curiae*, the *Colonial Echo*, the *Bill of Rights Journal*, the *Flat Hat*, *Jump!* magazine, *Pillory*, the *William and Mary Review*, *Journal of Women and the Law*, *Environmental Law and Policy Journal* and WCWM-FM.

The *Colonial Echo* is the College yearbook, which is published annually by a student staff. The cost of the yearbook is partially covered by the Activities Fee, which is included in the Tuition and General Fee paid by each student. For more information, call 221-3317 or stop by the office in Campus Center 9.

The *Flat Hat* is a weekly newspaper, written and edited by students, which reports, analyzes, and provides commentary on campus life. It is distributed in the residence halls, at the Information Desk in the Campus Center, at the Commuter Student House, in Swem Library, and at the Law School. For information, call 221-3281 or stop by the office in Campus Center 25.

The *William and Mary Review* is a literary magazine published twice each year by student editors. Entries of short stories, poems, photography, graphics, essays, and reviews are welcomed from all interested students. For information, call 221-3290 or stop by the office in Campus Center 166.

WCWM (90.7) is the College's non-commercial radio station. It is staffed entirely by student volunteers and offers a wide variety of music, programming, and local public service announcements. For information, call 221-3287 or stop by the studios in Campus Center 41.

*A Gallery of Writing* is a literary magazine is dedicated to publishing the best fiction, non-fiction, poetry, and art the College has to offer. The staff consists of students who judge works for the bi-annual magazine on a blind review basis. For more information, call 221-3284 or stop by the office in the Campus Center.

*Jump!* magazine contains reviews, essays, and feature articles of interest to students. For more information, call 221-3286 or stop by the office in Campus Center 167.

*Green and Gold* is the Freshman class register. It is published by the Senior Class and contains the names, pictures, and addresses of all new students who wish to be included.



The *William and Mary News* is published weekly by the College News Office and carries all official memoranda of the College administration. Copies are available at the Campus Center, Swem Library, and the Campus Post Office. Each issue includes a calendar of events and classified advertising section.

*Pillory* is a humor and satire magazine dealing with topics of College, national, and international interest.

The *William and Mary Bill of Rights Journal* contains articles by students and professionals on issues of constitutional law and public policy. The journal is supported by the College's Publications Council and the Student Division of the Institute of Bill of Rights Law. Membership on the journal is open to all interested students in the Law School.

The *William and Mary Journal of Environmental Law* was founded to provide scholarly and reliable analysis on current issues in environmental law, to provide a forum in which professionals and students may express their views on these issues, and to further the education of the students in the Law School by providing an opportunity to assist in the production of a law journal.

The *William and Mary Journal of Women and the Law* was founded to focus scholarly debate on gender-related legal issues and to encourage discussion about the impact of gender bias in the law and legal studies on society and women's lives in particular.

The *Amicus Curiae* is the official newspaper of the Law School. Published in the form of a bi-weekly newspaper, it is written and edited by a volunteer staff and provides news of current events in the legal field and in the Law School.

The *William and Mary Law Review* is a quarterly journal containing professional articles, student notes, case comments, and occasional documentary supplements. The *Review* is also the medium for reports on special projects conducted by the Law School. It is published by a student editorial board and staff. Academic standing is the primary criterion for selection of members, and promotion to staff is based upon proficiency in legal writing. Normally, one credit is given for each semester a student serves on the staff.





## Student ID Cards

The William and Mary student identification card is the College's official form of identification. It is also the campus meal card and library card, and enables access to residence halls, recreational facilities, the Student Health Center, and some academic buildings. Student ID cards are not transferable and are intended for the sole use of the student. An ID used by anyone other than its owner will be confiscated, and the person using the ID may be subject to action under the College's judicial policies. Because this card provides access to secured buildings and financial accounts, lost cards should be reported *immediately*. This notification can be made to the ID office during the day and to Campus Police in the evenings and on weekends. These offices can issue a temporary card at no charge so students have time to search for a misplaced ID. Temporary cards enable students to access all their accounts while ensuring that misplaced cards cannot be used by others. Temporary cards must be returned in order to re-activate an ID card. A \$15.00 charge is assessed for lost, stolen or damaged cards and for temporary cards which are not returned. An ID card is prepared for each entering student by the ID office, Campus Center 169. Undergraduates who withdraw from school must return their ID cards to the Office of the Dean of Students.

## William and Mary Express Account

This account is a debit account linked to the ID card which enables students access to a variety of campus services. Deposits may be made at the ID Office, Office of the Bursar, Parking Services Office, Swem Library Duplicating Office, and the Value Transfer Station (VTS) in Swem Library. The Express Account provides a secure method of handling transactions without the concerns associated with carrying cash or change. Once deposits are made, students can "swipe" their IDs at one of 150 card readers around campus to use vending machines, laundry machines, copiers, and microform readers/printers, to make Bookstore and convenience store purchases, video rentals and purchases, and Recreation Center rentals and purchases, and to pay telephone bills, Student Health Center fees and purchases, and Swem Library fees. Balances are shown on receipts and/or the reader display. For more information call 221-2105.

## Buses

The William and Mary bus system provides daily transportation throughout campus for students, faculty, and staff. Two bus routes travel to and from the Dillard Complex, Ludwell Apartments, and the Law School. Two buses run approximately every half hour from 7:00 am - 1:00 am Monday through Friday, and on Saturday and Sunday, one bus runs every hour from 8:00 am - 12:30 am. Bus schedules are available at the University Center Information Desk, College Apartment #3, and from any bus driver.

## College Vehicle Rental and Bus Charter Service

College vehicles may be used for official College business and academically-related or departmentally-sponsored programs. Vehicle rental by student organizations or groups must be approved by the Office of Student Activities. A bus charter service is also available for departmentally sponsored programs, College sponsored organizations, and student groups. Official College organizations and academic and departmental programs may submit their charter requests directly to the Transportation Office.



## Dining Services

Student groups wishing to charter a bus must have prior approval from the Office of Student Activities. There is a per mile and driver charge for all charter services. Call the Office of Student Activities at 221-3300 or the Transportation Department at 221-2271 for more information.

Campus dining at the College of William and Mary provides complete and well-balanced dining services in three full-service facilities and three “Grab ‘n’ Go” outlets.

*The Dining Commons.* The Dining Commons, the main resident dining hall, is located on the west end of Campus, near most residence halls and athletic facilities and features an extensive selection of food served on an unlimited seconds basis. Three separate cafeteria lines offer unique menu selections. “Christopher Wren’s” features hot entrees including vegetarian selections, as well as vegetables and accompaniments. The “W&M Grille” offers grilled menu selections and a self-serve deli. “Firenze” (named after W&M’s study-abroad program) features pizza, pasta and sauces, weekly specialty bars, and a full-service vegetarian line. The Commons also has an outstanding soup and salad bar, desserts, and beverages. The Commons is open from 7:00 am - 7:00 pm daily and accepts Meal Plans, Block Plans, Meal Plan Credits, and cash.

*The Marketplace.* The Marketplace is conveniently located in the Campus Center near the Campus Bookstore, Marshall-Wythe Law School, and historic Colonial Williamsburg. The Marketplace food court offers nine dining options that include Rally’s Hamburgers, Gyros, Bagel Works, Healthy Choice Entrees and Soups, the Sub Connection, Little Charlie’s Pizza, Gourmet Bean Coffees, TCBY Yogurt, and a self-serve salad bar. The Marketplace also offers cost-efficient daily meal plan specials. The Marketplace is open during the academic year Monday-Thursday from 7:00 am - 7:00 pm, Friday from 7:00 am - 2:00 pm, and Sunday from 4:30 pm - 7:00 pm and

accepts Meal and Block Plan Cash Equivalency, Meal Plan Credits, and cash.

*University Center Food Court.* Nestled in the heart of campus, the University Center features an “a la carte” food court with an upscale variety of menu items. “Grille Works” offers grilled-to-order burgers, fries, steak and chicken sandwiches, specialty sandwiches, and rotisserie-style chicken. “Three Squares” features a variety of hot breakfast, lunch,



and dinner entrees, vegetables, and accompaniments, including daily meal plan specials. A variety of deli meats, cheeses, breads, and rolls are offered at “Courtside Deli” where customers can create their own deli favorites. Additionally, the Food Court features a self-serve soup and salad bar, bakery, novelty ice creams, and an extensive selection of hot and cold beverages. The Food Court is open seven days a week from 7:00 am - 7:00 pm and accepts Meal and Block Plan Cash Equivalency, Meal Plan Credits, and cash.

*Campus Dining "To Go."* Three "Grab 'n' Go" outlets are scattered across campus. Each outlet offers a convenient variety of take-out specialty salads and sandwiches, hot and cold beverages, fresh fruits, and snacks. These retail outlets accept Meal and Block Plan Cash Equivalency, Meal Plan Credits, and cash.

The "Commons Grab 'n' Go" is located in the front lobby of the Dining Commons and is open Monday through Friday for breakfast, lunch, and dinner. With extended evening hours, the Commons Grab 'n' Go is well-known for its popular buffalo wings, mozzarella sticks, and homebaked loaves of bread.

The "Dodge Room Express" is situated on the back side of Phi Beta Kappa Hall next to the Muscarelle Museum and offers take-out lunch fare Monday through Friday.

"Lodge 1 Express" is located on the lower level of the University Center and is open for lunch Monday through Friday. "Lodge 1 Express" also offers late night fare in conjunction with UCAB programming. House specialties include whole wheat pizza with a variety of sophisticated toppings, hot wings, mozzarella sticks, subs, and grilled menu items.

*On-Campus Pizza.* The Pizza Hut Kiosk is located in "Lodge 1 Express" in the lower level of the University Center. Offering take-out or eat-in service, Pizza Hut features traditional pizzas, sandwiches, beverages, and snacks. Meal and Block Plan Cash Equivalency, Meal Plan Credits, and cash are accepted.

*Special Dietary Services.* From time to time, illness or class scheduling may conflict with regularly scheduled meal periods. Marriott Dining Services offers several programs to accommodate students with special dietary needs.

*Box Meals.* In the event that class scheduling presents a conflict with meal periods, students can arrange to pick up a pre-packed box meal at their convenience. To make arrangements for a box meal, contact the food service manager at any campus dining facility.

*Infirmery or TLC Trays.* In the event that illness requires a stay at the Student Health Center, the medical staff will make arrangements for student meals to be delivered directly to the Health Center. If a student's illness does not require admission to the Student Health Center, a roommate or friend may be authorized to pick up and deliver meals to a student's residence hall room. Arrangements for this service must be coordinated between the student and a Marriott manager.

*Restricted Diets.* Students with special dietary needs should contact a food service manager upon arriving on campus. Students should be prepared to provide specific details so that Marriott can accommodate individual needs.

*Vegetarian Meals.* Menu selections are varied enough to allow most vegetarians to eat nutritionally balanced meals at all campus dining facilities during all meal periods. To meet the increasing number of requests for vegetarian options at William and Mary, a full-service vegetarian hot entree and vegetable line is now available at the Dining Commons.

*Specialty Meals.* Due to the specific standards of some religions, Marriott is unable to provide true ethnic meals on a daily basis. However, there are a variety of meals and specialty bars offered during several religious holidays. For more information, call Marriott's General Manager at 221-2102 or the Marketing Department at 221-2128.

*Catering Services.* Catering Services, located on the lower level of the



University Center, offers a variety of student-oriented, cost efficient catering options for individual or organization activities.

*White Linen Dinners* are offered to meal plan students several times each semester. Catering Services provides fine dining with linens, candle lit tables, entertainment, and exquisite gourmet meals.

*No Frills Catering* allows student groups to purchase bulk food and beverage items (excluding alcoholic beverages) at a discounted price. This service is ideal for picnics, outdoor barbeques, and group receptions.

*Surprise Someone* is a unique gift program that allows parents and students the opportunity to remember "someone special" with a birthday cake, bouquet of balloons, or other personal gift.

*Gift Baskets* are seasonal promotions offered throughout the school year. These creative baskets make great gifts and are reasonably priced for student budgets. Call 221-2114 for more information about Catering Services. Meal Plan Credits, cash, and all major credit cards are accepted for all catered services.

*24 Hour Menu Line* - The Menu Line provides up-to-date menus, hours of operation and information about special events at 221-MENU.

*Mystery Shoppers Program* - Approximately 8-10 students are employed by Marriott Dining Services as "Mystery Shoppers." This group of students evaluates meal quality and service in campus dining facilities and attends weekly discussion groups to provide feedback for improving services to the students at William and Mary. "Mystery Shoppers" are compensated for their services with meals and hourly wages. Students interested in participating in this program may contact Marriott's Marketing Department at 221-2128.

*Hospitality Hostesses* - Hospitality Hostesses assist in Marriott's commitment to excellence at the College by greeting students during meal periods and circulating throughout the dining facilities to talk to students about their campus dining experiences. This program has been instrumental in improving communications between students and campus dining administrators.

*Student Employment* - Realizing that studies come first, Marriott offers flexible work hours, competitive wages, meals, and opportunities for advancement in part-time positions. Corporate-wide, sixty percent of Marriott's Educational Services management began their careers as student workers while in college. Scholarships are also available to student workers through the Order of the White Jacket (OWJ), a campus fraternal organization. Call Marriott's Human Resources Office 221-2112 for more information.

## **College Postal Services**

College Postal Services is located in the basement of the University Center in room 110. Mail is distributed by 11:00 am and 3:00 pm Monday through Friday and by 1:00 pm on Saturday. Students may pick up packages Monday through Friday from 7:45 am to 4:30 pm and on Saturday while classes are in session from 8:00 am to 1:00 pm. The College's full service United States Post Office contract station is open Monday through Friday from 9:00 am-4:00 pm, excluding federal holidays. Stamp machines are also located in the University Center and the Campus Center.

Every undergraduate student is required to have a mailbox unit for the posting of campus mail. This assignment remains in effect as long as a student is actively enrolled as an undergraduate student at the College.

Undergraduate students are responsible for checking their campus mailboxes regularly. To ensure proper delivery, mail should be addressed using a student's four-digit campus mailbox unit number in the following manner:

Student's Name  
College Station Unit ####  
200 Richmond Road  
Williamsburg, VA 23186-####

To ensure proper delivery to students residing at the Graduate Complex, mail should be addressed in the following manner:

Student's Name  
Grad-Complex Unit ####  
P.O. Box 8705  
Williamsburg, VA 23187-8705

*Note:* Undergraduate students residing at the Graduate Complex are responsible for checking their campus mailboxes regularly, even if they also receive mail at the Graduate Complex.

College Postal Services does not accept any mail pieces unless they are mailed through United States mail. To ensure proper delivery of parcels from UPS, FED-EX, or other carriers, mail should be addressed using the address format below:

Student's Name  
Student's Room Number  
Student's Residence Hall Name  
Williamsburg, VA 23185

United States Post Office collection boxes are located outside Old Dominion Hall, at the bus stop at the Commons Dining Hall, and in front of Morton Hall. Hours for pickup are Monday through Saturday at 4:15 pm. United Parcel Service and FED-EX pickup boxes are located at the University Center postal window area. UPS pickup is at 6:30 pm Monday through Friday, and Federal Express pickup is at 5:30 pm Monday through Friday.

Call 1-800 PICK-UPS for United Parcel Service information or 1-800 GO-FEDEX for Federal Express Information.

All students departing the College for graduation, summer break, study abroad, or withdrawal must turn in a mail forwarding card. No mail is forwarded over any break other than summer. Students who graduate or withdraw must also turn in the keys to their mailboxes. Failure to return a key will result in a \$25.00 replacement fee.



### **International Student Services**

More than 250 students from other nations are part of William and Mary's student body. Special orientation programs for international students are sponsored by the Reves Center for International Studies. An International Student Advisor, housed in the Office of Multicultural Affairs, advises



international students on an individual basis and distributes a handbook for international students. Call the Reves Center at 221-3590 or the Office of Multicultural Affairs at 221-2300 for more information about programs and services for international students.

### **Emergency Loan Funds**

Emergency loans are available to students through the Office of Student Financial Aid, Blow Memorial Hall, room 218. The Emergency Loan Program allows students to borrow up to \$100 for a period of 30 days without interest. An emergency loan is available once a semester to students who, because of extenuating circumstances, cannot secure needed financing from family or friends. It should not be considered merely a loan of convenience. Exceptions to these guidelines may be approved by the Director or Assistant Director of Student Financial Aid. Call the Office of Student Financial Aid at 221-2420 for more information.

### **Printing and Copying**

The College Print Shop, located in the basement of Trinkle Hall, provides a variety of print services to the College. Students and student organizations requiring printing services must obtain a form from the Print Shop that must be signed by the Director of Student Activities. All services must be paid for in advance. Copy machines are located in the Bookstore, Law Library, Swem Library, and the University Center. In addition, Duplicating Services, located on the ground floor of Swem Library, provides high-quality copying services to the College community.

### **Telephone Directories**

Campus telephone directories are distributed in late October and contain both local and permanent address information for students and office listings for faculty and staff. A College information desk is staffed from 8:00 am - 5:00 pm Monday through Friday and may be reached by dialing "O" from any College telephone.

### **Telecommunications Services**

Telecommunications services are provided through a College-owned system that includes student room telephones with on-campus and local Williamsburg calling capabilities. Long distance calling is available through the use of an authorization code which may be obtained from the Telecommunications Office in the basement of Blow Memorial Hall.

As part of the telecommunications system, the College has installed a voice messaging system known as VoiceMail. A VoiceMail box and instructions for use are provided to each resident student. Telephone answering machines are not needed and are not compatible with student room telephones.

Each residence room has a high speed data network that allows students to access the College's mainframe computers, the library's on-line card catalog, electronic mail, the World Wide Web, and the Internet. Connection to the network requires purchase of a network interface card (or ethernet card).

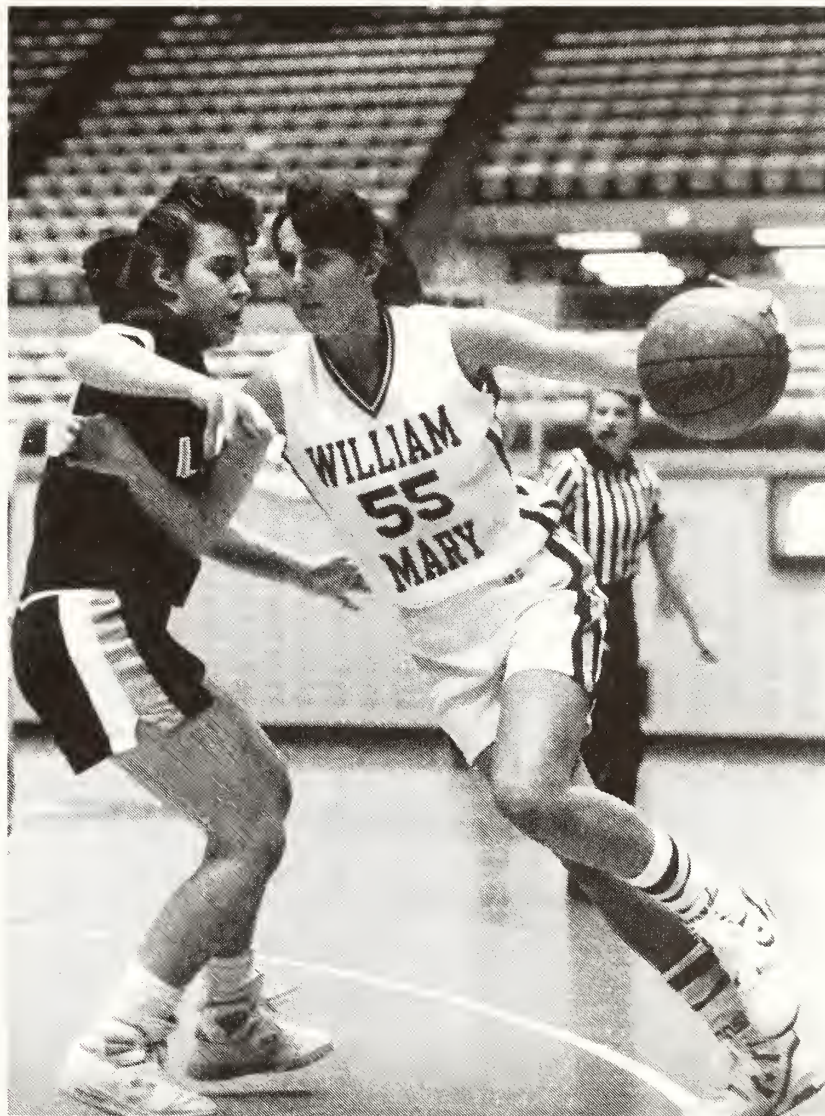
Telecommunications has recently installed cable television in most on-campus housing facilities. Basic services are free and include an extensive line-up. Students may also subscribe to HBO for a monthly fee.

Fax service is available to students with long distance authorization codes. Fax machines are located in the Telecommunications Office in Blow Memorial Hall. Call 221-1780 for information about fax services.

Call 221-1776 or stop by Blow Memorial Hall Room 158 for more information about telecommunications services.

## Pianos

Pianos for student use are located in many residence halls. The Music Department also has practice pianos available in the basement of Ewell Hall. Students may borrow headsets from the Music Library in room 250 to practice in the electronic piano lab located in room 50 in the basement of Ewell Hall. Some local churches will also allow students to use their pianos and organs for practice.







## Intercollegiate Athletics

**Terry Driscoll, Athletic Director, 221-3330; Barbara Blosser, Associate Athletic Director, 221-3361; Bobby Dwyer, Director, William and Mary Athletic Educational Foundation, 221-3364, William and Mary Hall.**

The athletic department is home to nearly 500 student athletes who participate in 23 intercollegiate sports. These athletes compete with great success at the highest level of collegiate athletics, NCAA Division I (except football, which is NCAA Division I-AA). Over the past two years alone, the Tribe athletic program has produced 10 state or conference championship teams and had 13 individuals named to All-America honors. During that same span, W&M athletes also excelled in the classroom as 13 individuals were named to national academic honors and three earned Phi Beta Kappa keys.

The College fields men's and women's teams in basketball, cross country, golf, gymnastics, soccer, swimming and diving, tennis, and indoor and outdoor track and field. The College also has women's field hockey, lacrosse, and volleyball teams and men's baseball and football teams. Other teams on campus function as club sports and fall under the direction of Recreational Sports.

Call the Sports Information Office at 221-3344 or 221-3400 for up-to-date schedules for Tribe intercollegiate sports.

**Athletic Tickets.** Payment of the athletic and recreational fee entitles all full-time William and Mary students with a valid College ID to attend on-campus athletic events sponsored by the College at no additional cost. Admission to NCAA tournament games on-campus requires a student-priced ticket as legislated by the NCAA. Season football tickets and tickets to individual games may be purchased at the box office in William and Mary Hall. Special discount "date" tickets may also be purchased at the box office during the week prior to the game but are not sold on the day of the game.

The box office in William and Mary Hall sells tickets to all events held in the hall, including basketball games. The box office is open Monday through Friday from 10:00 am - 5:00 pm. Call 221-3340 for more information.

## Recreational Sports

**Denny Byrne, Recreational Sports Director, Recreation Center, 221-3312; Lynda Seefeldt, Assistant Director, Recreational Sports, Recreation Center, 221-3313; Joe Tighe, Assistant Director, Recreational Sports, Recreation Center, 221-3314.**

The Recreational Sports program provides intramural, sport club, informal recreation, fitness/wellness, and outdoor programs to students.

Recreational Sports coordinates more than 25 types of intramural activities throughout the year. Intramurals are separated into co-rec, men's, and women's divisions for most activities. Informal or open recreation, generally considered "free-play," is offered in aerobics, swimming, racquetball, squash, basketball, weightlifting, canoeing, and many other sports.

The Sport Club program consists of 30 clubs, each self-governing and self-

supporting. Clubs include badminton, crew, cricket, cycling, judo, men's and women's lacrosse, martial arts, racquetball, rifle, men's and women's rugby, sailing, scuba, men's and women's soccer, squash, surfing, tennis, ultimate frisbee, and many more.

Facilities include the Recreation Center, Adair Gymnasium, William and Mary Hall, Lake Matoaka, and other outdoor facilities. Facilities are open every day during the academic year and during the break periods on a modified schedule. Facility schedules are available at any recreational facility or the Campus or University Centers. Equipment may be checked out with a College ID card. Outdoor living equipment such as canoes, backpacks, tents, cooking equipment, tarps, and sleeping bags is available for a nominal rental fee. Call Recreational Sports at 221-3310 for more information.







## **Busch Gardens**

Busch Gardens Williamsburg is an amusement park presenting a panoramic view of England, France, Germany, and Italy through seven authentic European-style hamlets, each with exotic foods, imported wares, and entertainment, including the world's tallest roller coaster, the "Alpengeist." Busch Gardens Williamsburg is located on Route 60 East, adjacent to the Anheuser-Busch Brewery, five miles east of Williamsburg. Call 253-3350 for information regarding hours of operation and special events.

## **Films and Movies**

The University Center Activities Board presents a film of interest each week during the academic year. Tickets may be purchased at the University Center for a nominal fee. All William and Mary students, staff, and faculty members with a current ID may purchase tickets. Call 221-2132 for more information.

The Williamsburg Theatre (229-1475), located on Duke of Gloucester Street, shows special interest films in the evenings and a series of afternoon films about the crafts of Williamsburg. The Carmike Cinema Four (229-6333) features current films and is located in the Monticello Shopping Center. Williamsburg Crossing Movies (253-2299) is located in Williamsburg Crossing Shopping Center and features seven current films.

In addition to local theatres, there are many others in Newport News, Hampton, Richmond, Norfolk, and surrounding areas. Several campus organizations and departments also sponsor films on a regular basis for the College community.

## **Charter Day Convocation**

Each February, the Charter Day Convocation commemorates the granting of the Royal Charter to the College in 1693. This convocation features an address by an individual with a significant relationship with the College and the awarding of several honorary degrees and the prestigious Jefferson Awards.

## **Colonial Williamsburg**

Colonial Williamsburg offers a wide variety of tourist attractions including exhibition buildings, lectures, concerts, and slide shows. Students with current ID cards are admitted at no cost to the exhibition buildings, craft shops, Carter's Grove, evening lectures and films at the Information Center, and may use the bus system free of charge. The taverns in Colonial Williamsburg feature meals in Colonial Virginia style and are within walking distance of the College. Call the Colonial Williamsburg Visitor Information Center at 229-1000 for additional information.

## **Concerts**

The College generally hosts a wide range of concerts each year, including rock and folk performances. Tickets for events at William and Mary Hall may be purchased at its box office.

Other concerts are regularly presented at Scope (Norfolk), Hampton Roads Coliseum (Hampton), the Mosque (Richmond), and the Virginia Beach Amphitheater. Some of the best concerts on the East Coast are held in Washington, D.C., a convenient three-hour drive from Williamsburg.

## **Arts and Crafts**

The Campus Center hosts an annual Christmas Craftshow which normally coincides with the Williamsburg Christmas Parade, held the first Saturday of December. Approximately fifty people from both the local and College

communities participate in the Craftshow.

The Sidewalk Art Show and the Occasion for the Arts are outdoor arts and crafts displays held every year in Merchants Square on Duke of Gloucester Street. The Occasion for the Arts is held in the fall and is sponsored by An Occasion for the Arts, Inc., and the Sidewalk Art Show is held in April and is sponsored by the Junior Women's Club.

**Family  
Weekend**

Family Weekend is held in late September or early October and is sponsored by the Association of Parents. All parents or guardians of William and Mary students are members of the Association. On the Friday of Family Weekend, classes are open for family visits, and workshops are held for the parents of new students. Activities scheduled throughout the weekend are designed to give families the opportunity to meet faculty members and administrators and to become better acquainted with College life. The weekend normally concludes with a prominent speaker or performance on Saturday evening. Call the Office of the Vice President for Student Affairs at 221-1236 for more information.

**Green and Gold  
Christmas**

Green and Gold Christmas, a Christmas party for the underprivileged children of the Williamsburg, York County, and James City County area, is sponsored by the Residence Hall Association. This event features arts and crafts, games, music, skits, refreshments, and a special visit from Santa Claus. Students who wish to be involved may serve on committees to plan the event or take part in the activities as a sponsor of a child. Call the Office of Student Volunteer Services at 221-3263 for more information.

**Homecoming**

Homecoming brings many alumni and friends to the William and Mary campus for weekend of events. A major attraction is the Homecoming Parade where campus groups, including fraternities and sororities, vie for prizes and awards in the float competition. A highlight of the weekend is the football game with the presentation of the Homecoming court by the President of the College. Homecoming events are scheduled for October 23-26, 1997. Call the Society of the Alumni at 221-1165 for more information.

**National Student  
Leadership  
Conference on  
Race and Culture**

The Office of Multicultural Affairs annually sponsors a national conference for participants of cultural student organizations, college and university unions, Greek sororities and fraternities, other student organizations, and for minority affairs professionals. Topics have included campus support systems, cultural programming, campus political climates, community outreach, historical perspectives, communication skills, and leadership styles. Registration information for the January conference is announced during the fall semester. Call the Office of Multicultural Affairs at 221-2300 for more information.

**Yule Log  
Ceremony**

The annual Yule Log Ceremony, sponsored by Omicron Delta Kappa and Mortar Board, is held at the Wren Building just prior to the beginning of the winter break. The ceremony includes lighting a tree on the rear portico, lighting the menorah, singing Christmas carols, scripture reading, presenting a brief history of the Yule Log Ceremony, and bringing in the Yule Log. The ceremony concludes with hot cider and cookies.





## The Roy R. Charles Center

Joel Schwartz, Director; Lisa Grimes, Assistant Director, Tucker Hall B-2, 221-2460.

The Charles Center is home to Interdisciplinary Studies, a multimedia viewing laboratory, scholarship information, and the James Monroe Scholar Program.

### Interdisciplinary Concentrations and Minors

There are six established interdisciplinary majors, each with a faculty coordinator:

*Biological Psychology* (Roberto Refinetti, Psychology)

*Environmental Studies* (Greg Capelli, Biology)

*Linguistics* (Talbot Taylor, English)

*Literary and Cultural Studies* (Tom Heacox, English)

*Medieval and Renaissance Studies* (George Greenia, Modern Languages)

*Women's Studies* (Nancy Gray, Women's Studies)

Students who wish to declare an Interdisciplinary major should obtain declaration forms from the Charles Center office and make an appointment with the appropriate faculty coordinator. Students who wish to design a concentration to satisfy unique intellectual interests may obtain forms and more information in the Charles Center.

There are three possible interdisciplinary minors, including Literary and Cultural Studies, Medieval and Renaissance Studies, and Women's Studies.



Interdisciplinary minor declaration forms are available from the Office of the Registrar.

### Interdisciplinary Courses

Each year the Charles Center offers several interdisciplinary courses taught by faculty from a number of disciplines. In 1997-98, these will include the multisectioned

seminars Introduction to Film Studies and Perspectives on Citizenship and Community, Introduction to Black Studies, the Summer Apprenticeship in Archival Skills for Medieval and Renaissance Studies, and the one-credit course Introduction to Library Resources.

### Scholarships

In addition to administering campus competitions for many national scholarships such as Rhodes, Marshall, Fulbright, Luce, and Goldwater, the Charles Center oversees a number of scholarships that are open only to William and Mary students. They include the Jacobs Scholarship for Study

or Travel in Israel, the Parents' Association Domestic Research and International Travel Scholarships, Renick Scholarships for International Service or Research, and Wilson Cross-Disciplinary Scholarships. The Charles Center also serves as a clearinghouse for information on many other scholarships. Contact Lisa Grimes, Student Scholarship Coordinator, for more information.

### **Viewing Lab**

The Charles Center is home to a three-station multimedia viewing lab and a large collection of videotapes and laserdiscs which students may use in the lab. Faculty often put items for classes on reserve for student use in the lab. Call 221-1278 for lab hours or to reserve a viewing station.

### **Language House Program**

Language Houses are special residence halls which provide opportunities for residents to speak foreign languages and to learn about other cultures. The French, German, Italian, Japanese, and Spanish Houses each admit approximately 21 students. Each house is staffed by a native-speaking Resident Tutor who functions as a resource for students to enhance both their proficiency in the host language as well as their knowledge of culture. The students of each house design their own programs and activities under the sponsorship of the Department of Modern Languages and Literatures. Contact the Department at 221-3655 for more information.

### **Shared Experience Internship Program**

The Shared Experience Internship Program offers a unique opportunity for students to explore career options and gain work experience during their academic semesters. Shared Experience is a local internship program with a roster of sponsors that includes social service agencies, educational institutions, physicians, government agencies, museums, and private businesses. Academic credit may be available for a student's learning experience but must be arranged with an academic department well in advance. Enrolled students must apply to the Shared Experience Internship Program through the Office of Career Services at the beginning of the fall or spring semester. For more information contact the Office of Career Services in 123 Blow Memorial Hall at 221-3231.

### **The Washington Program**

The Washington Program, a series of two-day seminars scheduled throughout the year, is designed to give students the opportunity to broaden their knowledge of the nation's capital—its people, places, and institutions. This program provides participants with exposure to resources available in the Capital in government, education, science and technology, and the fine arts. Announcements regarding specific programs and application forms are available in the Public Policy Office in Morton Hall.

### **The Wendy and Emery Reves Center for International Studies**

**James A. Bill, Director; Craig N. Canning, Associate Director; Michael T. Clark, Reves Scholar-in-Residence; Yair Hirschfeld, Borgenicht Scholar-in-Residence; Ann M. Moore, Head of Programs Abroad, Reves Center, corner of Jamestown Road and Boundary Street, 221-3590.**

The Reves Center for International Studies coordinates academic programs in international studies, supports students and faculty members with international interests, provides services to international students and scholars, and administers programs abroad. The Reves Center is the primary resource for students interested in international studies concentrations and study abroad, as well as lectures, conferences and other activities pertaining to international education. The Center coordinates immigration and visa matters for international students, faculty, and staff.



The Reves Center coordinates six interdisciplinary B.A. degree programs in international studies, including East Asian Studies, European Studies, International Relations, Latin American Studies, Middle Eastern Studies, and Russian Studies. The Center also sponsors lectures, conferences, film series, seminars, and other activities which supplement its academic programs. Information about activities and programs in international studies is available at the Reves Center.

William and Mary students who wish to study abroad for a summer, semester, or academic year may elect to participate in a College-sponsored program. Full-year or semester programs are available in Adelaide, Australia; Beijing, China; Copenhagen, Denmark (DIS); Bath, London, Exeter, Leicester and Manchester, England; Montpellier, France; Muenster and Berlin, Germany; St. Andrews, Scotland; Montreal, Canada; Salamanca, Santander and Valencia, Spain; Belgium; and the Netherlands. Summer programs are offered in Cambridge, England; Montpellier, France; Muenster, Germany; Florence and Urbino, Italy; and Beijing, China. Additionally, two special topics programs are offered in different locations each year. In recent years, summer programs have been organized in the Caribbean and the Czech Republic.

Students may also study at institutions with which William and Mary has no direct affiliation. With prior approval, credit may be transferred to the College from those institutions. Inquiries concerning such programs should be directed to the Programs Abroad Office. Any William and Mary student earning credit or participating in an internship abroad must register with the Programs Abroad Office. Information sessions for students interested in study abroad are held every Monday afternoon when school is in session from 4:30 pm to 5:30 pm in the Reves Center.

The Center's resource library contains foreign university catalogs as well as



information on scholarships, State Department travel information, international internships, travel, and programs sponsored by other U.S. universities and consortia. As part of the services to students who register with the Center, the Reves Center issues the International Student ID Card (ISIC). The Reves Center is open from 8:00 am - 5:00 pm, Monday through Friday.

**Reserve Officers  
Training Corps  
(ROTC)**

The Army Reserve Officers Training Corps (ROTC) provides an opportunity for students to obtain their college degree while earning a commission as an Army officer. Participation in ROTC develops leadership and management skills and contributes to individual development.

Freshman and sophomore students not receiving ROTC scholarship benefits may register for Military Science classes as they would for any other course and without incurring any obligation. Military Science courses can be taken for a letter grade only. Scholarships are available for qualified freshmen and sophomores, and applications are available at the beginning of the spring semester. For more information, call the Department of Military Science at 221-3600.





## Motor Vehicles

Out-of-state students must display Virginia license plates if they live off campus or work part-time or full-time off campus. Out-of-state students living and working on campus do not have to register their cars in Virginia. An out-of-state student not employed in Virginia may drive with a home state's license for a period of six months; if a full-time job is held, an out-of-state license will be valid for a period of only 30 days. Virginia license plates (\$26.50-\$31.50) and a Virginia Driver's License (\$7.20-\$16.80) may be obtained at the Division of Motor Vehicles, 952 Capitol Landing Road. For more information call 253-4811.

Williamsburg ordinance requires operators of automobiles and motorcycles in the city to have a "city tag." Virginia residents who have a valid tag from their home city or county are exempt from this ordinance. City tags cost \$10 per year and may be obtained at the Office of Finance, located in the Municipal Building at 401 Lafayette Street, 220-6180. City regulations apply to all automobiles parked on Jamestown or Richmond Roads.

## Insurance

Students are strongly urged to carry insurance on their personal belongings since the College does not insure personal property. Parents may be able to attach a rider to their homeowner's policy, or students may obtain a special policy for individuals living in residence halls or renting apartments.

Students are also strongly encouraged to carry health and accident insurance. The College of William and Mary sponsors a Student Health Insurance Plan that assists with medical costs. The details of this plan are described in a brochure available at the King Student Health Center. It is strongly recommended that every student, married or single, be covered for medical expenses incurred outside the Student Health Center by a family policy or by the College-sponsored policy. Call the King Student Health Center at 221-4386 for more information about the Student Health Insurance Plan.

## Off-Campus Living

Students who are permitted to live off campus may contact the Off-Campus Housing Network at 221-3302 or visit the Student Assembly office in Cam-

pus Center 167 for roommate and other off-campus housing information.

Williamsburg city ordinance places limits on the number of unrelated individuals who can live together in one dwelling unit. In general, the ordinance specifies that no more than three unrelated persons may live together in a single dwelling unit. For more information about this local ordinance, call 220-6130.



## **Shopping Centers**

**Berkeley Commons Outlet Center** – Richmond Road  
**Colony Square Shopping Center** – Richmond Road  
**Governor's Green Shopping Center** – Route 5 and Ironbround Road  
**James-York Plaza Shopping Center** – Merrimac Trail  
**Kingsgate Center** – By-Pass Road  
**Marketplace Shopping Center** – McLaws Circle  
**Merchants Square** – Duke of Gloucester Street  
**Monticello Shopping Center** – Monticello Avenue  
**Outlet Limited Mall** – Richmond Road  
**Village Shops at Kingsmill** – Route 60 East  
**Williamsburg Crossing** – Route 5  
**Williamsburg Outlet Shops** – Route 60 West  
**Williamsburg Pottery Outlet** – Route 60 West  
**Williamsburg Shopping Center** – Richmond Road

## **Automobile Renting and Leasing**

**A & A Auto Rental** – 100 Second Street, 253-0022  
**Avis Rent A Car** – 1187 Jamestown Road, 229-3638  
Newport News/Williamsburg Airport , 877-0291  
**Century Auto Sales & Rental** – 487 McLaws Circle, 229-3442  
**Colonial Rent-A-Car Inc.** – 468 N. Boundary Street, 220-3399  
**Enterprise Rent A Car** – 601 Merrimac Trail, 220-1900  
**Ford Dealer Renting & Leasing**  
Williamsburg Motors Inc. – 217 Second Street, 229-2411  
**Holiday Oldsmobile Cadillac GMC** – Rt. 143 and Second Street, 253-1960  
**Little Cheeper Car Rentals** – 722 Merrimac Trail, 253-0123  
**National Car Rental** – Newport News/Williamsburg Airport, 877-6486  
**Patriot Chevrolet Buick Corp.** – 212 Second Street, 220-1700  
**Pittman Chrysler-Plymouth-Dodge** – 1440 Richmond Road, 229-1050  
**Williamsburg Ford Lincoln Mercury** – 217 Second Street, 229-2411  
**Williamsburg Honda/Jeep/Eagle** – 7277 Richmond Road, 564-9700

### *Toll Free Numbers:*

**Alamo Rent A Car** – 800-327-9633  
**Avis Rent A Car** – 800-831-2847  
**Enterprise Rent A Car** – 800-rent-a-car  
**Ford Rent A Car** – 800-521-7787  
**Hertz Rent A Car** – 800-654-3131  
**National Car Rental** – 800-227-7368

## **Banks**

**Central Fidelity** – 1006 Richmond Road, 220-6200  
**Citizen's and Farmer's Bank** – 7534 Richmond Road, 564-8114  
4780 Longhill Road, 565-0593



**Crestar Bank** – 120 Monticello Avenue, 253-9269

James-York Plaza, 253-9275

Prince George & N. Henry, 253-9284

Garrison Dr. & N. Mt. Vernon, 253-9286

1186 Jamestown Road, 253-9254

Route 60 W. & Centerville Rd., 253-9278

496 McLaws Circle, 253-9295

401 Duke of Gloucester Street, 253-9205

**First Union Bank** – 133 Waller Mill Road, 253-2265

**First Virginia Bank Commonwealth** – 300 Second Street, 229-4191

171 Monticello Avenue 220-2611

**Jefferson National Bank** – 306 South Henry Street, 259-3050

100 McLaws Circle, 259-3054

255 Richmond Road, ATM

University Center, ATM

**Nations Bank** – 800-880-5454

1310 Jamestown Road, 220-7800

1801 Richmond Road, 259-5481

263 McLaws Circle, 259-5470

**Old Point National Bank** – Williamsburg Crossing, 221-0155

24 Hour Telephone Banking, 728-1212

**Peninsula Trust Bank** – 1031 Richmond Road, 220-1252

**Tidemark Bank** – 1312 Jamestown Road, 229-5400

**Bicycle Sales  
and Service**

**Bikes Unlimited** – 759 Scotland Street, 229-4620

**Bikesmith of Williamsburg** – 515 York Street, 229-9858



## **Cleaners**

**Berkeley Cleaners of Williamsburg** – 1208 Jamestown Road, 229-7755

James-York Plaza, 229-7440

Williamsburg Crossing 229-2831

**Han's Cleaners** – 6971 Richmond Road, 229-3488

**Ladda's Tailor Shop & Tuxedo Rentals** – Monticello Shopping Center,,  
229-2224

**Master Cleaners of Williamsburg** – 1317 Richmond Road, 229-6556

Old Towne Shopping Center, 229-3424

1199 Jamestown Road, 229-1414

**Swan Cleaners** – 240 McLaws Circle, 229-1813

1012 Richmond Road, 220-2116

4440 John Tyler Highway, 220-2039

5601 Richmond Road, 565-3732

**Town and Country Cleaners** – 459 Merrimac Trail, 229-4990

121 Colony Square Shopping Ctr., 229-7774

## **Community Resources**

**Alcohol Abuse and Crisis Intervention** – 800-234-0246

**Alcoholics Anonymous** – 595-1212

**Avalon - A Center for Women and Children** – Office, 258-5022

24 Hour Help Line, 258-5051

**Chamber of Commerce** – 201 Penniman Road, 229-6511

**Colonial Community Mental Health Services** –

1657 Merrimac Trail, 220-3200

**Colonial Williamsburg** – Information Center, 229-1000

**Division of Motor Vehicles** – 962 Capitol Landing Road, 253-4811

**Social Service Bureau** – 401 Lafayette Street, 220-6161

**United States Postal Service** – 425 N. Boundary Street, 229-4668

**Virginia Employment Commission** – Williamsburg Crossing, 253-4820

**Williamsburg Hotel/Motel Association** – Village Shops, 220-3330

**Virginia and Other States** – 800-446-9244

**Williamsburg Regional Library** – 515 Scotland Street,

229-7645 Information and TDD

## **Computers and Software**

**Aftech Inc.** – 1524 Merrimac Trail, 229-0638

**College & University Computers Inc.** – 1781 Jamestown Road,  
253-2995 (220-8482 FAX)

**Colonial Computers** – Williamsburg Crossing, 564-1865

**Computer Business Systems Inc.** – 309-A McLaws Circle, 253-8800

**Datafast Technologies** – 113 Lands End Drive, 220-6833

**Flight Deck Software** – 161-C John Jefferson Rd., 229-1757

**Network Dynamics Inc.** – 1303 London Company Way, 220-8771

**Office Pro Technologies** – 309 McLaws Circle, 253-8650

**Radio Shack** – Williamsburg Crossing, 229-4157

**Up and Running Computers** – 107 Bacon Street, 565-3282

**Virginia Printer Service** – 108 Tewning Road, 229-8066



**Copying  
and  
Duplicating  
Services**

**Big Red Q Quickprint Center** – 1457 Richmond Road, 229-2323  
**Duplicating Services** – Swem Library, Room 009, 221-3115  
**Expert Typing and Printing Service** – 1317 Jamestown Road, 229-2241  
**Graphic Impressions** – 1315 Jamestown Road,  
229-6230 (229-7044 FAX)  
**Kinko's Copies Inc.** – 1250 Richmond Road, 253-5676  
**Kwik-Kopy** – 948 Capitol Landing Road, 220-3299  
**Mail Boxes Etc. USA** – 5251-18 John Tyler Highway, 221-0113  
**Print Shop** – Trinkle Hall, 221-2690  
**Sir Speedy Printing** – 240 McLaws Circle, 220-1191  
**Williamsburg Press Inc.** – 110 Bacon Avenue, 229-3511

**Florists**

**Balloons-In-Store** – 1204 Jamestown Road, 229-8662  
**Balloons Over Williamsburg** – Kingsmill Village Shops, 229-7255  
**Cathy's Creations** – 6568 Richmond Road, 565-3221  
**Charisma** – Kingsmill Village Shops. 229-2533  
**Farm Fresh House of Flowers** – 455 Merrimac Trail, 253-0063  
**Flower Cupboard** – 205 N. Boundary Street, 220-0057  
**Flower Shoppe of Williamsburg** – 4854 Longhill Road, 229-4001  
**Heavenly Touch Florist** – 1459 Richmond Road, 229-4747  
**Jones, Claude Jr.** – 3280 Ironbound Road, 229-5589  
**Margeaux's** – Governor's Green Shopping Ctr., 220-1119  
**Morrison's Flowers and Gifts** – 101 Colony Square Shopping Ctr., 220-1242  
**My Sister's Place Ltd.** – 1014 Richmond Road, 220-3333  
**Royal Gardens Florist** – Williamsburg Crossing, 229-7673  
**Schmidt Florist Inc.** – 1317 D Richmond Road, 229-1665  
**Seasons of Williamsburg** – 1312 Jamestown Road, 565-4600  
**Williamsburg Floral & Gift** – 701-P Merrimac Trail, 229-9844



## **Laundries**

**Berkeley Cleaners of Williamsburg** – James-York Plaza, 229-7440  
1208 Jamestown Road, 229-7755  
Williamsburg Crossing, 229-2831  
**Colony Square Laundry** – Route 31, Jamestown Road, 220-3348  
**Homestyle Laundry** – Route 143, 229-9274  
**Jamestown Laundry** – 1781 Jamestown Road, 253-0994  
**Master Cleaners of Williamsburg** – 1317 Richmond Road, 229-6556  
**Olde Towne Laundromat** – 4854 Longhill Road, 220-9334  
**Soaps N Suds** – 216 Monticello Avenue, 220-6871

## **Newspapers**

*Daily Press* – 7505 Warwick Blvd., Newport News, 247-4700  
*Richmond Times-Dispatch* – 402 Duke of Gloucester Street, 229-1512  
*Virginia Gazette* – 216 Ironbound Road, 220-1736  
The following newspapers are sold at the Campus Center Front Desk: *Daily Press*, *New York Times*, *USA Today*, *Virginian Pilot*, *Wall Street Journal*, *Richmond Times Dispatch*, and *Washington Post*.

## **Pharmacies**

**Berkeley Pharmacy Inc.** – 5251 John Tyler Highway, 229-8181  
**CVS Pharmacy** – 1256 Richmond Road, 229-0015  
**Eckerd Drug** – Colony Square Shopping Ctr., 220-1355  
**Farmco Drug Center - Farm Fresh** – 455 Merrimac Trail, 253-2304  
**Five Forks Discount Drug** – 4496 John Tyler Highway, 229-5666  
**KMART Stores** – 118 Waller Mill Road, 220-2394  
**Olde Towne Pharmacy** – 4854 Longhill Road. 220-8764  
**Professional Pharmacy of Williamsburg** – 1302 Mt. Vernon Ave., 229-3560  
**Revco Discount Drug** – James-York Plaza, 229-0131  
124 Waller Mill Road, 253-8804  
4511 John Tyler Highway, 253-8003  
**Williamsburg Drug Co.** – Merchants Square, 229-1041

## **Shoe Repair**

**James-York Shoe Repair** – 801-B James-York Plaza, 229-5154  
**KYU Tailoring** – 1262 Richmond Road, 220-1600

## **Storage**

**Esquire III Self-Storage** – 3283 Lake Powell Road, 220-3283  
**Jack Rabbit Self-Storage** – 1629 Merrimac Trail, 220-3282  
**Safe Place Mini Storage** – 5424 Airport Road, 253-2503  
**Sentry Self-Storage** – 5393 Mooretown Road, 565-0980  
**Tomark Storage** – 111 Fenton Mill Road, 565-1200  
**Trevillian Moving and Storage** – 3301 Venture Lane, 229-9505

## **Travel Agencies**

**AAA** – 260 McLaws Circle, 564-7711  
**Colonial Travel** – 161-B John Jefferson Road, 229-7820  
**Colony Travel Agency Ltd.** – 424 Duke of Gloucester Street, 229-8684  
**Discovery Travel Inc.** – 1199 Jamestown Road. 220-0402



**Royal Travel Center, Ltd.** – 122-I Waller Mill Road, 253-2700  
**Sue Mayberry Travel Inc.** – 240 McLaws Circle, 229-7854  
**Travel Corner** – 149 Monticello Avenue, 220-1920  
**Travelaire Inc. of Virginia** – 801-A Merrimac Trail, 229-1642  
**Travelink: Airline Ticketing Agency** – 7405 Richmond Road, 564-3000  
**U-Travel Service-Universal Travel Inc.** – Village Shops at Kingsmill,  
253-1212

### **Typewriters**

**Business Supplies Ltd.** – 4391 Ironbound Road, 229-0324  
**Colonial Office Equipment** – 134 Second Street, 229-5818

### **Word Processing Services**

**Always Rite** – 211 Cherwell Court, 565-0302  
**Data Pro Plus**, 220-0010  
**Expert Typing Service** – 1317 Jamestown Road, 229-2241  
**Graphic Impressions** – 1315 Jamestown Road, 229-6230  
**Images Enterprises** – 501 Maynor Drive, 220-0750





## Statement of Rights and Responsibilities

In 1973, the College community—faculty, students, and administration—recommended to the Board of Visitors and the Board adopted the following *Statement of Rights and Responsibilities*. Amendments were made to the document in 1977 and 1991 and are included.

The unique nature of the College community suggests that its members be united in a common purpose. Because the work of each member of the institution contributes to the fulfillment of the educational mission of the College, the various constituent groups—students, faculty, and administrators—are dependent upon one another for the ultimate achievement of the College's goals. Accordingly, all should enjoy the same fundamental rights and privileges and be willing to accept the same responsibilities, except in those rare cases where either the rights and privileges or the responsibilities would be in conflict with existing law or with the goals and purposes of the College as an institution of higher education.

Students, faculty, and administrators (hereinafter the "members of the College community") shall enjoy all rights, privileges, and immunities guaranteed to every citizen of the United States and the Commonwealth of Virginia. In addition, the members of the College community shall enjoy all the fundamental rights recognized as essential to fulfillment of the special mission of an institution of higher education. The full enjoyment of these rights, however, cannot be achieved unless certain concurrent responsibilities are accepted. Members of the College community have an obligation, therefore, to fulfill the responsibilities incumbent on all citizens as well as the responsibilities inherent in their particular roles within the academic community.

The institution and those who administer its affairs have a special responsibility to ensure that, in pursuance of its functions, the rights of all members of the College community are preserved. The institution also has a right to expect, and a corresponding responsibility to ensure within the scope of its legitimate functions as an institution of higher education, that individual members of the College community fulfill their responsibilities to others as well as their responsibilities to the institution.

The *Statement of Rights and Responsibilities* is based upon the aforesaid principles and, when adopted, shall become the standard by which all rules, regulations, policies, and procedures of the College, except as otherwise prescribed by local, State, or Federal law, shall be measured. No rule, regulation, policy, or procedure which is incompatible with or which contradicts this document may be enacted; and any such rules, regulations, policies, or procedures which are in effect at the time of the enactment of this document shall be reviewed as soon as reasonably practicable to conform with this document, provided, however, that this *Statement of Rights and Responsibilities* shall not affect the powers of the Board of Visitors as provided by law.

### I

The members of the College community, as individuals, shall enjoy all rights, privileges, and immunities guaranteed every citizen of the United States and the Commonwealth of Virginia.

- A. Among the basic rights are freedom of expression and belief, freedom of association and peaceful assembly, and freedom from personal force and violence, threats of violence and personal abuse.
- B. Each member of the College community has a right in his/her dealings with the institution, and with members of the College community in the performance of their official duties, to be free from discriminatory treatment with regard to race, creed, gender, religion, national origin, or political belief.
- C. Each member of the College community has the right to organize his/her own personal life and behavior insofar as it does not violate local, State, or Federal



law, College regulations, or agreements voluntarily entered into, and does not interfere with the rights of others. The following specific rights apply:

1. Right to associate with any legally established group or to create such groups, professional or other, as serve legitimate interests.
    - a. The membership, policies, and actions of an organization shall be determined by vote of those who hold membership in that organization.
    - b. Affiliation with an extramural organization shall not disqualify an organization from institutional recognition.
    - c. An organization shall be officially recognized after its constitution and bylaws have been approved by the appropriate body as designated by the President, or his/her delegated representative, and when consistent with the Bylaws of the Board of Visitors. A current list of officers, but not a membership list, may be required as a condition of recognition.
    - d. Officially recognized organizations, including those affiliated with an extramural organization, shall be open to all on a non-discriminatory basis with regard to race, religion, creed, national origin, gender, or political belief, provided however that, to the extent permitted by law, membership in social organizations may be restricted to members of the same gender, and membership in organizations whose primary purpose is political or religious may be restricted to those members of the College community who have similar beliefs.
  2. Right to hold public meetings, to invite speakers of his/her own choosing to campus, to post notices, and to engage in peaceful, orderly demonstrations within reasonably and impartially applied rules designed by the President or his/her delegated representative, to reflect the educational purposes of the College, and to protect the safety of members of the College community and others. The College may establish rules, therefore, regulating time, place, and manner of such activities and allocating the use of facilities, but these regulations shall not be used as a means of censorship. In the event that there is a clear and present danger, as reasonably determined by the appropriate College authority designated by the President, to the health or safety of the members of the College community or to the educational process, such meeting or demonstration may be prohibited. Sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or the institution.
  3. Right, when charged or convicted of violation of general law, to be free of College discipline for the same conduct, unless such discipline by the College community is determined to be for the protection of other members of the College community or the safeguarding of the educational process. Such determination shall be made by the appropriate College authority designated by the President.
- D. Each member of the College community has a right to fair and equitable procedures for the adjudication of charges of violations of nonacademic College regulations and the sanctions or penalties to be imposed, including, without limitation, the following specific rights:
1. Right to have advance written notice of all institutional rules and regulations, including the ranges of penalties for violation of such rules and regulations.
  2. Right, in the case of charges of infractions of regulations which may lead to serious penalties, to formal procedures with fundamental aspects of due process, including the right to be informed in writing of the charges and given a reasonable time to prepare a defense, to be represented by counsel of his/her choice, to present and cross-examine witnesses, to have written findings, and to appeal to higher authority. Minor infractions may be

handled more informally by the appropriate individual or committee with the consent of the individual charged. In such instances, the right of appeal is still preserved.

3. Right to be present on campus, participate in classes, and generally exercise all those rights and privileges associated with membership in the College community until found guilty of the charges, except in those instances when continued presence on the campus would constitute a threat to health or safety of the individual, other members of the community, or to the educational process. Such determination shall be made by the appropriate College authority as designated by the President.
- E. Each member of the College community has a right to privacy in his/her dealings with the institution, including, without limitation:
1. The right to be free of searches and seizures except in accordance with law. Routine inspections, however, may be held periodically for the purpose of assuring fire protection, sanitation, safety, and proper maintenance of the College's buildings.
  2. The right to expect that all records of his/her association with the institution are treated as confidential.
    - a. Except as provided below, the institution may not release information about any aspect of an individual's association with the institution without the prior written consent of the individual concerned or under the compulsion of law. Within the institution, access to such records shall be restricted to authorized personnel for authorized reasons, as determined by the President or his/her delegated representative, and such others as are agreed to in writing by the individual concerned. To the extent permitted by law, the institution may disclose, to an alleged victim of any crime of violence (as that term is defined in section 16 of title 18, United States Code), the results of any disciplinary proceeding conducted by the College against the alleged perpetrator of such crime with respect to such crime. The College may also release information about students which is defined as directory information under the Family Educational Rights and Privacy Act of 1974, *as amended*, and information about other members of the College community which is a matter of public record.





- b. Each member of the College community shall have the right to inspect the contents of his/her own records kept by the institution, other than information or records to which the member has specifically waived the right of access and letters of recommendation written by other members of the College community for the purpose of internal evaluation of a member for the award of a College honor, provided that such letters are not kept permanently by the institution and do not become a part of the official record, and may challenge any information included in the record which is believed to be inaccurate, inappropriate, or misleading. If an individual challenges any information contained in his/her records, the institution shall undertake to verify such information to the satisfaction of the individual concerned. Such decisions shall be made by the President or his/her designated representative. If the institution's decision is not satisfactory to the individual, the member has the right to place in his/her record a statement challenging the information. Subsequent authorized disclosure of the contents of the record shall indicate such challenge.
- c. Records of the political and religious activities or beliefs of members of the College community may not be maintained except for purposes of official recognition of campus organizations as provided in Article I.C.1c.
- d. To minimize the risk of improper disclosure from students' records, the academic record shall be maintained separately from other necessary student records. Transcripts of academic records shall contain only data essential for personal identification and information about academic performance and status. All withdrawals, whether voluntary or involuntary, may be recorded on the transcript.

Each member of the College community shall have the responsibility to respect the aforesaid rights of his/her associates and refrain from using the institution as a sanctuary from the general law.

## II

Each member of the College community enjoys all rights of citizenship and has a responsibility to fulfill the obligations incumbent on all citizens. Additionally, there are special rights and responsibilities inherent in membership in an academic society.

- A. Each member of the College community has a responsibility, based upon the special mission of an institution of higher education, to respect the rights of others to function in an atmosphere where freedom to teach, to learn, and to conduct research and publish findings is preserved and respected, an atmosphere which includes, without limitation, the following specific rights:
  - 1. Right of the instructor to academic freedom and impartial consideration for tenure in accord with the principles set forth in the Statement of Academic Freedom and Tenure, adopted jointly in 1940 by the Association of American Colleges and the American Association of University Professors, and with the standards and procedures approved by the Board of Visitors and set forth in the *Faculty Handbook*.
  - 2. Right of the instructor to determine the specific content of his/her course within established course definitions. Concurrently, the instructor has the responsibility not to depart significantly from his/her area of competence or to divert significant time to materials extraneous to the subject of the course.
  - 3. Right of the student to be evaluated entirely on the basis of academic performance and to discuss freely, inquire, and express opinions inside the classroom. The student has a responsibility to maintain standards of academic performance as set by his/her professors, provided, however,

that the student shall have means for redress against arbitrary, unreasonable, or prejudicial standards of evaluation.

4. Right to pursue normal academic and administrative activities, including the freedom of movement in the performance of such activities.
  5. Right to privacy in offices, laboratories, and residence hall rooms and in the keeping of personal papers and effects.
  6. Right to hear and study unpopular and controversial views on intellectual and public issues.
  7. Right of the student to expect that information about his/her views, beliefs and political associations which an instructor acquires in the course of his/her work as a teacher, advisor, or counselor of the student be held in confidence to the extent permitted by law.
- B. Because student publications are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and intellectual exploration on the campus, it is essential that they enjoy the following rights and responsibilities:
1. Right to be free from prior censorship or advance approval of copy.
  2. Right to develop editorial policies and news coverage.
  3. Right to be protected from arbitrary punishment or suspension, or removal from his/her position because of student, faculty, administrative, or public disapproval of editorial policy or content. Only for proper and stated causes, as defined by the Publications Council of the College, shall editors and managers be subject to such punishment, suspension, or removal. The academic status of a student editor or manager shall not be affected, provided, however, that he/she shall remain subject to the provisions of Article I, Sections C.3 and D.3.
  4. Responsibility to make clear in writings or broadcasts that editorial opinions are not necessarily those of the institution or its members.
- C. Members of the College community have a responsibility to maintain the highest standards in the performance of their duties and to respect the aforesaid rights of their associates.

### III

The College, through those who administer its affairs, has a special responsibility to ensure that, in pursuance of its functions, the rights of all members of the College community are preserved, including, without limitation, the rights of such persons heretofore specifically enumerated.

The College has a right to expect, and a responsibility to ensure, within the scope of its legitimate functions as an institution of higher education, that all members of the College community fulfill their responsibilities to others as well as their responsibilities to the College.

- A. The College has the right and responsibility to set and enforce reasonable standards of academic performance and personal conduct, in order to facilitate and safeguard the educational process, and to provide for the safety of the person and property of members of the College community, the College's physical property, and the person and property of others, to the extent that they are affected by College-sponsored activities or are engaged in legitimate activities on College property.
- B. The College has the right and responsibility to provide procedures for determining the validity of charges that a member of the College community is negligent or irresponsible in the performance of his/her duties.
- C. The College has the responsibility to ensure that the members of the College community have an opportunity to be heard at appropriate levels of the decision-making process about basic policy matters of direct concern. Clearly



defined means should be available to ensure this opportunity.

- D. The College has the responsibility to provide and maintain leadership and administrative procedures responsive to the needs and desires of the College community, consistent with high standards of academic excellence, and to the changing goals and responsibilities of institutions of higher education, including the responsibility:
  - 1. To make, from time to time, a clear statement of its purpose and goals.
  - 2. To disseminate information relating to the activities of the College, financial or otherwise, subject to the provisions of the Virginia Freedom of Information Act.
  - 3. To state the reasons for institutional decisions affecting the College community or individual members thereof, except as required by the provisions of Article I, Section E.2a., or by the advice of legal counsel in instances involving possible litigation.
- E. The College has the right and responsibility to protect its integrity and to prevent its political or financial exploitation by an individual or group by means *including, but not limited to, the following*:
  - 1. The College has a right to prohibit individuals and groups who are not members of the College community from using its name, its finances, or its physical facilities.
  - 2. The College has a right to prohibit members of the College community from using its name, its finances, or its physical facilities for activities not principally for the benefit of the College.
  - 3. The College has the responsibility to provide for members of the College community the use of meeting rooms, including use for political purposes, provided that such use is not undertaken on a regular basis and used as free headquarters for political campaigns, and the right to prohibit use of its name, its finances, or its office equipment for any political or other purpose.

#### IV

This document shall be adopted and may be amended when:

- A. Accepted by a majority vote of those students who vote in a referendum.
- B. Accepted by a majority vote of the combined faculties of the College who vote in a referendum.
- C. Accepted by a majority vote of the administration of the College who vote in a referendum.
- D. Approved by the President of the College and the Board of Visitors.

Nothing in this document shall affect the powers of the Board of Visitors as provided by law.

#### Interpretation Procedure

On September 24, 1974, President Graves issued a clarifying statement concerning the interpreting mechanism for the *Statement of Rights and Responsibilities*, and his memorandum of that date is an addendum to that Statement:

"The President of the College, by virtue of his responsibility to implement and administer the policies established by the Board of Visitors, is responsible for implementing the *Statement of Rights and Responsibilities*.

The normal tasks of *implementation* are the responsibility of various offices of the College 'who administer its affairs.' These offices, whose policies and practices have been brought into conformance with the *Statement*, 'have a special responsibility to ensure that . . . the rights of all members of the College community are preserved.'

There are, however, instances in which the *Statement* must undergo occasional interpretation in the process of its continuing implementation as a document.

In the *Statement of Rights and Responsibilities*, it is the responsibility of the President or an 'appropriate College authority designated by him' to determine when an excep-

tion to a specific section of the *Statement* should be made. The *Statement* also provides that members of the College community 'should enjoy the same fundamental rights and privileges ... except in those rare cases where ... the rights or privileges ... would be in conflict ... with the goals and purposes of the College as an institution of higher education.'

Although the *Statement* does not indicate who, other than the President, the arbitrating authority should be for exceptions, or who should interpret the *Statement* when there is a difference of opinion among members of the College community or between individuals and the institution, the clear implication in both cases is that it should be the President or 'an appropriate College authority designated by him.'

Therefore, I believe that it is desirable for us to proceed ahead along the lines suggested above. If and when relevant questions or issues are raised in connection with the *Statement of Rights and Responsibilities*, such questions or issues should be brought to the attention of the President's Office as they occur. I shall take responsibility, depending on the nature and substance of a case, for determining whether I or another administrative officer, whom I would designate, should handle the case. Whoever is given that authority shall take responsibility for consulting with those whom he believes appropriate, depending on the circumstances, before reaching a decision."

On May 2, 1990, Dr. Paul R. Verkuil, President of the College, issued the following interpretation of the *Statement of Rights and Responsibilities*:

The *Statement of Rights and Responsibilities* guarantees to members of the university community the 'right in his or her dealing with the institution and with members of the College community in the performance of their official duties to nondiscriminatory treatment.' It further states that 'each member of the College community has the right to organize his or her own personal life and behavior insofar as it does not violate local, state, or federal law, College regulations or agreements voluntarily entered into and does not interfere with the rights of others.' It is my determination that these words express a right to privacy which extends not only to nondiscriminatory treatment in areas specified by federal law but to nondiscrimination based on sexual orientation as well. The student judicial code already ensures nondiscriminatory treatment without regard to sexual orientation. In accordance with the resolution of the Faculty Assembly, I am now directing that official publications of the university include specific reference to this topic in any enumeration of William and Mary's nondiscrimination policies. It is also my interpretation that faculty, staff and administration should be extended the same assurances against discrimination based upon sexual orientation as the student body itself. This interpretation will be made a part of the *Statement of Rights and Responsibilities*.

On May 1, 1996, Dr. Timothy Sullivan, President of the College, issued the following clarification of the *Statement of Rights and Responsibilities*:

Under the Sections I.A. and I.B., each member of the College community has the right to be free from all forms of discriminatory treatment as guaranteed by law. Accordingly, the enumeration of specifically protected treatment should be understood to include disability, Vietnam veteran status and all other categories ensured by the Commonwealth and by federal law. For faculty, failure to comply with federal and state non-discrimination laws and policies shall be handled in accordance with provisions in the *Faculty Handbook*, including the procedural guarantees therein outlined (see Sections III.B.7., III.B.10.d., III.B.12., and III.B.13.). Students alleging failure to comply with federal and state non-discrimination laws and policies shall contact the Dean of Students and Vice-President for Student Affairs.





**AUTHORITIES  
AND AGENCIES**

**General Statement**

The achievement of the educational purposes of the College is a responsibility shared by all members of the College community. While the Board of Visitors, the President, and the administrative officers bear the ultimate responsibility and authority, a direct responsibility rests also on students and faculty to maintain on the campus, in the classrooms, and in the residence halls the environment necessary for the pursuit of scholarly activities, respect for the rights of others, and the opportunity for personal growth and development. In the formulation and administration of rules of conduct, students express their responsibility by participation in student government, in Residence Hall Councils, in the Judicial Council, and in the Honor Council.

The College considers the observance of public laws of equal importance with the observance of its own regulations. Students should note that, in addition to laws governing the conduct of all citizens, the Code of Virginia contains specific provisions relating to colleges and universities, including those that prohibit hazing; malicious burning or destruction by explosives of any College building or any other malicious destruction of College property; threats to bomb, burn, or destroy any school building; and bribery of any amateur sport participant.

Federal law prohibits discrimination and/or harassment on the basis of race, gender, and other impermissible criteria. These laws affect students, faculty and staff. Information about a student's rights under federal anti-discrimination/harassment statutes may be obtained from the Director of Affirmative Action, Old Dominion Hall, 221-2615. The following individuals are also available to receive or to provide information with regard to complaints alleging non-compliance with the conditions set forth in this legislation:

**Complaints  
Against Students:  
Complaints  
Against Faculty:**

Patricia M. Volp, Dean of Students, Campus Center 109, 221-2510, or  
W. Samuel Sadler, V.P. for Student Affairs, Campus Center 219, 221-1236  
P. Geoffrey Feiss , Dean, Faculty of Arts and Sciences, Ewell Hall 134, 221-2470  
Alfred N. Page, Dean, School of Business Administration, Tyler 214, 221-2891  
L. Donelson Wright, Dean, School of Marine Science, Watermen's Hall 230, (804) 642-7103  
Virginia McLaughlin, Dean, School of Education, Hugh Jones 212, 221-2314  
Dean, School of Law, Marshall-Wythe 108, 221-3790  
Gretna Y. Smith, Director, Personnel Services, Thiemes House, 221-3153  
(For student regulations concerning harassment and sexual harassment see also p. 90 and p. 93).

**Complaints  
Against Staff:**

The College has established the policy of self-determination for residence hall living (see p. 138 for detailed statement). Residential self-determination is consonant with the College's philosophy that education for responsible citizenship must reach beyond the classroom into the daily activities and decision-making of each student. Self-determination is an exercise in student responsibility, for oneself and with regard for the rights and privacy of others. An individual's actions in a community have important effects on that community. Therefore, the individual's prerogative of self-determination is always understood in the context of, and circumscribed by, the public laws governing all citizens and the College's rules and regulations established to assist in the achievement of the educational goals of the institution.

**STUDENT CODE  
OF CONDUCT**

The following policies and regulations are specific applications of College General Policy and of public statutes with particular relevance for students. They are not an exhaustive list either of College regulations or of applicable local, state, and federal law.

## Alcoholic Beverage Policy

Unless otherwise stated, penalties for violations of the code of conduct range from warning to dismissal for individuals, and from warning to termination for organizations.

The College of William and Mary expects that all students, faculty and staff of the College and their guests as well as all recognized organizations will observe local law, Virginia law and College policies as they pertain to the purchase and consumption of alcoholic beverages. Students and student organizations who do not adhere to the provisions of this Alcoholic Beverage Policy are subject to College discipline.

### A. Individuals or Groups

Applicable local and state laws pertaining to the consumption and sale of alcoholic beverages state:

1. Persons who are not 21 years of age may not purchase, possess, or consume any type of alcoholic beverage.
2. Alcoholic beverages shall not be sold or served to individuals who appear or are intoxicated.
3. No person may bring any type of alcoholic beverage into a licensed facility or area, nor may any persons take alcoholic beverages out of a licensed facility or area.
4. No person may be in a public area in an intoxicated condition.
5. No person may possess an open container of alcohol in a public area.
6. No person may provide alcohol to persons who are under 21 years of age.

It is the responsibility of each student to be familiar with and comply with the law. Students should not rely on this generalized description of applicable law which is intended to be informational not authoritative.

### B. Events

The following regulations govern events where alcoholic beverages are served and outline the responsibilities of organizations and individuals sponsoring such events, incorporating the legal requirements of the Virginia Alcoholic Beverage Control Board and additional requirements of the College. It is the responsibility of the sponsors to plan and supervise the activity in conformance with laws and policies of the College.

1. It is the responsibility of the sponsoring individual or organization to plan responsibly and supervise the activity. Because the College may permit the scheduling of events on its campus and properties under its control at which alcoholic beverages are served, the following apply for all events:

- a. No person shall be served or consume alcoholic beverages at or in any unlicensed public area (any area for which a special license has not been received from the Alcoholic Beverage Control Board) on campus



or college property. Public areas include those areas where the general public has access such as lobby, lounge, living room, stairwell, stairway, and hallway areas of College residence halls, including fraternity and sorority houses, rooms in the Campus Center and University Center, and outdoor areas. Private room parties must be scheduled when the number of persons present exceeds 8 above occupancy. In no instance may the rated capacity of an area or facility be exceeded.

- b. To convert public areas to private for the purpose of serving alcoholic beverages at functions, the sponsoring organization or individual must officially schedule the facility and gain approval for the event through



the Office of Student Activities, Campus Center 203. Once the facility and function are approved, the event will be placed on the Weekly Calendar of Events with Alcohol. Scheduling request forms for events must be submitted to the Office of Student Activities no later than 5 p.m. on the preceding Tuesday for a weekend event, or one week if a weekday (Monday through Thursday) event. In order to be accepted, forms must be completely filled out and signed by the Area Director if the function is being held in a residence hall. Approved forms must be picked up from the Student Activities Office by 5 p.m. on Friday and displayed at the event. Failure to display the authorized form at any function will constitute an unauthorized event which is subject to closing by the Campus Police or other College officials.

Approval for events with alcohol means and assumes that beer is the only alcoholic beverage being served and/or consumed unless specifically noted on the request form.

- c. Progressive parties and other functions where the consumption of alcoholic beverages is the principal attraction are not permitted.
- d. Common container alcohol (examples of common container alcohol include but are not limited to kegs, pony kegs, beer balls, box wines and containers greater than 750ml, and mixed alcoholic punch) is not permitted in any residence hall. Special permission may be granted for the use of common containers (kegs excluded) at special functions such as Homecoming and Family Weekend receptions and other similar events. Common container alcohol is permitted in the University Center under special circumstances and with prior written permission from the Office of Student Activities.
- e. The College reserves the right to limit the number and frequency of events as well as the type and amount of alcohol which may be present and/or served at any function. Further, non-alcoholic beverages must be visible and available on the same basis as any alcoholic beverages served. No one who *appears* to be intoxicated or unable to function properly will be served an alcoholic beverage. Functions with alcohol will not be approved during Soberfest week and in no event until after the first weekend of each semester (which will vary depending on individual school calendars). Social functions with alcohol will not be scheduled after the last day of classes each semester with the exception of officially scheduled events associated with Commencement. No events with alcohol may be scheduled during reading and exam periods without prior written permission from the Office of Student Activities.
- f. Appropriate food items such as snack items, fruit, vegetables, cheese, pizza, and/or other solid foods, must be available in sufficient quantities throughout functions as long as alcoholic beverages are present, served or sold. At BYO functions, the host organization(s) must provide food and alternate beverages. Failure to provide adequate alternative non-alcoholic beverages and food may result in the closing or delay of the event.
- g. Organization members (sponsors) who are completely sober (have refrained from consuming any alcohol) must be present throughout the entire event to adequately provide supervision, and to insure compliance with the requirements of this policy, including that alcoholic beverages will not be served to anyone who appears intoxicated or unable to function properly.
- h. Sponsors must sign a Scheduling Request Form which signifies their understanding of and willingness to abide by these regulations and policy and identifies the supervisor(s) for the event. The person(s) signing for responsibility of the function, including the sponsors noted

in paragraph g above, and the Bar Manager(s) must have attended a Party Management Seminar and have successfully completed the TIPS program prior to signing for the event. Persons completing the TIPS program may choose to take a test following the session to become nationally TIPS certified. The approved Scheduling Request Form must be displayed at the event. All persons who will be responsible for handling the alcohol, by State Law, must be at least 21 years of age. Persons who sign as the responsible individual for the event as well as Bar Managers and/or servers may be held personally responsible for any violations that occur.

- i. Signs must be posted at all entrances to the event stating the name of the sponsoring organization and/or the title of the event. These signs should indicate the private nature of the function and the restrictions on attendance.
- j. Admission of guests must be supervised by completely sober members (who have refrained from drinking any alcohol) of the sponsoring organization posted at the entrance(s) to the function. A list of all guests must be maintained at the point of entry as well as a list of members. Guest lists must be turned in on the next work day following the event to the appropriate Area Director or the Office of Student Activities if a non residence hall activity. Failure to maintain and submit proper guest lists may result in loss of social privileges. As stated in the *Student Handbook*, "Responsibility for Guests," a student is responsible for the behavior of his/her guests and is subject to disciplinary action and/or penalty for their behavior and/or damage.
- k. A William and Mary ID card must be checked at the entrance as the guest list is signed. Guests' names must have been entered in advance on the guest list or the guest(s) must be accompanied by a William and Mary student with a valid ID card. Students assume responsibility for the behavior of their guests. An additional ID (valid driver's license) which provides proof of legal drinking age is required for admission to the drinking area. The use of a false, altered, or borrowed identification card of any type is lying, an infraction of the Honor Code, and also is a criminal offense.
- l. Under no circumstances is it legal or permissible for persons who are not 21 years of age to be served or to consume alcoholic beverages at any event.
- m. At functions where alcoholic beverages are sold, served, or consumed, and persons under the legal drinking age will be present, the sponsoring organization must distinguish between those of age and those underage by either a separate drinking area or use of wrist bands and stamps. The method used must be stated on the Party Form and approved by the appropriate Area Director or the Director of Student Activities if the event occurs outside residence hall space.
- n. Alcoholic beverages may not be sold or served prior to 12:00 noon, unless written permission is granted by the Office of Student Activities. Social functions scheduled Sunday through Thursday must conclude by midnight unless specific prior permission has been granted in writing by the Director of Student Activities. Functions scheduled Friday and Saturday must conclude by 2:00 a.m. The service of alcoholic beverages must end at least a half hour before the conclusion of the event regardless of the day or time scheduled. Because the responsibility for establishing hours for social events within residence halls rests with the Hall Council for that building, hours may be adopted which are more restrictive than those previously stated but may not exceed the ending time for serving alcohol and the event ending times stated above. At all outdoor functions, alcoholic beverages may not be sold or served prior to noon or after 12:30 a.m. and the function must end at



1:00 a.m. unless specific prior permission has been granted in writing. Due to institutional policies relating to noise, the ending time for outdoor events with amplified music is dusk. The institution reserves the right to limit the duration and number of events that an organization might schedule. The maximum duration for an event with alcohol service is five (5) hours.

- o. At any event with alcohol, the beverage must be served to the individual and limited to one (1) drink per person, per time. Self serve bars, taps, and beer trucks or trailers with open taps are not permitted. No glass containers can be passed across the bar, nor can alcohol be consumed in glass containers at functions in residence halls, outdoor functions, and in the Campus Center and University Center. At BYO events, procedures must be established by the sponsoring organization to control the collection, serving and dispersing of alcoholic beverages; procedures must be approved by the Office of Student Activities in advance of the event. A separate drinking area is required as well as the same controls for admission that apply to other events with alcohol.
- p. The serving or consumption of alcoholic beverages at any membership recruitment, initiation/induction or pre-initiatory activity or event is strictly prohibited.
- q. Grain alcohol served in any form is strictly prohibited.
- r. Each function must have an individual or individuals who are members of the group or organization designated as "Bar Manager(s)", or use a third-party vendor (a company, business, or establishment that is insured and has been issued a Mixed Beverage Caterer's License by the Virginia Alcohol Beverage Control Board.) The Bar Manager(s) are responsible for supervising throughout the event the serving and sale of alcohol and the process of checking identification and verification of those eligible to be served. The person(s) serving as Bar Manager(s) must be in the area where the alcohol is being served and consumed, not drink any alcoholic beverage, and remain completely sober throughout the event. The Bar Tender(s) or Servers must be 21 years of age, not drink any alcoholic beverages and remain completely sober throughout the event. The Bar Manager must have attended a Party Management Session prior to supervising an event with alcohol. Per-



sons who will function as servers must also have attended a Party Management Session. At small limited access events, Bar Manager may also function as the Bar Tender/Server provided he or she is 21 years old or older. For functions where a separate drinking area is provided and restricted to persons of age only, a ratio of 1 party management staff member per 25 persons present must be maintained. For functions where wrist bands, hand stamps, or identification checks at point of service are utilized, a ratio of 1 party management staff member per every 10 persons present must be maintained. Bar Managers and Bar Tenders/Servers may be

held personally responsible and possibly face disciplinary action for violating the provisions of this policy.

- s. Advertising for events which involve the sale of alcohol must be limited to the campus. Information provided on the advertisement must be limited to the type of function, name of band or entertainment, loca-

tion, time, sponsoring organization, and a statement indicating that a William and Mary ID and proof of age are required for entrance. Advertising with reference to "alcoholic beverage," "alcohol," "cocktails," "kegs," "happy hour," "golden beverage or brew," "BEvERages" or other terms or illustrations descriptive of alcoholic beverages or which encourage or promote the consumption of alcoholic beverages is prohibited.

- t. Events involving the distribution and/or sale of alcoholic beverages will not be scheduled for outside public areas which are not adequately shielded from public view, to which entry cannot be readily controlled, and which are inappropriate due to their proximity to residential or academic areas. No functions with alcohol may be scheduled in freshman residence halls.
- u. Any event which involves the serving or sale of alcoholic beverages may be required to have professional security present. This will be determined by the Director of Student Activities in consultation with the Campus Police. Functions scheduled for the Lake Matoaka shelter and/or amphitheater, the Sunken Garden, and the Alumni House are required to have security and/or Campus Police officers present. Failure to have security when required will result in disciplinary action and/or closing of the event.
- v. Alcoholic beverages may not be served or consumed in academic buildings without the prior written approval of the Department Chair and the Office of Student Activities.
- w. Alcoholic beverages may not be served or consumed in the arena area (including stands) of William and Mary Hall or in any area of the Student Recreation Center or on any athletic or intramural field unless special written permission has been granted by the Office of Student Activities in concurrence with the appropriate facility director or supervisor.
- x. No event shall have "drinking games" as part of its activities or promotion.

## **2. Campus-wide Events.**

**Campus-wide events are those which are restricted to all William and Mary students, faculty, staff and their invited guests.**

- a. Alcoholic beverages may not be given away but must be individually sold. Beer is the only alcoholic beverage that may be served at campus-wide events.
- b. A license from the Virginia Department of Alcoholic Beverage Control is required for all campus-wide events.
- c. Admission is restricted to persons who are at least 21 years of age, unless alcoholic beverages are confined to a separate restricted area which has been approved for this purpose.

## **3. Private Events.**

**Private events are those to which attendance is limited to a select invited group (e.g., a club reception for members and invited guests only).**

- a. Announcement of the event may be by personal invitation only; no campus-wide advertising of the event is permitted such as flyers, posters, or ads in *The Flat Hat*.
- b. The percentage of a group's membership, residents, and/or guests list, who are of legal drinking age, will be a factor in determining if permission will be granted for the serving of alcohol or allowing individuals to bring alcohol to requested functions. In some situations a separate area may be required for the consumption of alcohol.



#### **4. ABC Banquet/Special Event License.**

**A license from the Virginia Alcoholic Beverage Control Board may be required for certain events. It is the responsibility of the organizer to check and secure in advance any required license.**

The application for a Banquet License must be submitted at least fourteen (14) days prior to the event to the Director of Student Activities, Campus Center, Room 203. A Banquet License is issued for a single event, at a specific location, on a particular day only. License application forms may be requested in the Office of the Student Activities. The ABC Board will not accept license applications that do not allow it 2 weeks for processing.

At licensed events, the actual license must be displayed in a conspicuous place at all times during the event in order to comply with State ABC regulations. The license number must also be entered on the Scheduling Request form which is also displayed at the function. Banquet licenses will not be issued by the ABC Board for any event where the majority of participants might be under the legal drinking age.

The submission of an application for an ABC license does not guarantee approval. Groups applying should allow extra time for Board review, revision, or possible rejection when planning events which require a license.

#### **5. Sanctions**

Organizations that fail to follow the proper scheduling procedures or violate the Alcoholic Beverage policy may be denied the privilege of scheduling future events in addition to other possible sanctions against the organization.

When a student assists another student who is intoxicated and whom he or she believes to be in a potentially life-threatening condition in procuring police and/or professional medical assistance, the intoxicated student and the individual who assists may be exempted from formal disciplinary action through the College's judicial system for (1) being intoxicated, or (2) having provided the intoxicated person alcohol. If formal disciplinary action is not taken, students who are exempted from such action are subject to certain conditions, including completion of the O.C.T.A.A. program or other educational or counseling-related conditions. Students who fail to follow through with these conditions may be subject to formal disciplinary action for the initial incident or failure to comply with directions of a College official. This refers to one-time isolated incidents involving a potentially life-threatening situation and does not apply to those who flagrantly or repeatedly violate the College's Alcohol Policy, nor does it confer immunity from possible police action. This possible exemption applies to individuals only and not organizations.

Nothing herein shall be interpreted or intended as assumption of liability by The College of William and Mary for any injury, damage, or loss caused by any student's, sponsor's, or organization's failure to comply with the foregoing policy. These policies are subject to all applicable laws, and each student, organization, and sponsor is responsible for becoming informed and observing the law. Permission by The College of William and Mary to conduct any activity covered by these rules shall not release the student, organization, or sponsor from applicable laws governing the activity. The student organization or sponsor is not an agent of the College and has no authority to make any representation or undertake any action or contract on behalf of the College.

#### **Assault or Battery**

Assault and battery are prohibited. Assault is a willful attempt or threat to do harm. Battery is the willful, nonconsensual touching of a person.

#### **Conduct Infringing on Others**

Conduct which infringes upon the rights of individuals is prohibited. Such conduct includes, but is not limited to, public drunkenness, public urination, obscenity, nudity, and sexual activity in public places. All pranks and careless or irresponsible

behaviors which cause or have the potential for causing damage to College or personal property, personal injuries, or which infringe upon the rights of others are unacceptable. Such behaviors include, but are not limited to, water fights, shaving cream battles, and indoor sports.

## **Distribution of Literature**

Literature may be distributed on campus by officially recognized College organizations. Any organization not officially recognized by the College or any individual wishing to distribute literature on campus must receive prior approval from the Office of Student Activities. Distributors without College affiliation may be required to be sponsored by an officially recognized College organization. Door-to-door distribution of literature in college buildings is prohibited with the exception of official College communications. (See also "Statement of Rights and Responsibilities," III. E.)

## **Demonstrations/Hand- bills/Rallies/ Vigils**

The right to peaceful assembly, to post notices, and to distribute information is provided for and ensured by the "Statement of Rights and Responsibilities" (Article I, Section C.2). In accordance with established scheduling procedures, requests for demonstrations, rallies, vigils, and distribution of materials, must be made in writing to the Office of Student Activities at least 48 hours in advance of the event with specific location, beginning and ending times, and names of sponsoring organization being provided. The College reserves the right to impose reasonable time, place, and manner restrictions upon such expressions.

Demonstrations, rallies, vigils, and distribution of materials may not block entrances to campus facilities nor the passage to individuals. In considering locations for requested events, the potential interference with academic programs and other activities will be weighed. Should a request for the use of amplification systems be approved, the amplification must meet acceptable volume levels depending on location and time of day.

Individuals and groups who violate this regulation may lose the opportunity to schedule events in the future in addition to the penalties listed above.

## **Disruptive Conduct**

### **A. Definitions**

The College of William and Mary is a community of scholars existing to promote the advancement of learning, the encouragement of scholarship, and the transmission of knowledge. As a publicly supported institution of learning, it endeavors to make its programs and resources available not only to the community of scholars but also, to the extent feasible, to the public.

To attain its mission as an educational institution and to accomplish maximum utilization of its resources, it is essential that each student respect and recognize the authority of the College to engage in normal programs and activities. In this context, the following definitions are applicable:

#### **1. Normal Functions and Activities:**

A normal function is any lawful activity carried on by the College or conducted under the auspices of, sponsored by, or with the permission of the College on property under the control of the College. Illustrative examples, which are not comprehensive, include the conduct of educational activities, cultural events, recreational, extracurricular, and athletic programs; the care, maintenance, and security of physical property; the maintenance of vehicular and pedestrian traffic; and the performance of assigned duty by members of the faculty and staff.

#### **2. Disruptive Conduct:**

No student shall commit any act which amounts to disruptive conduct as defined in this regulation or knowingly participate with others in conduct which amounts to disruptive conduct.

Disruptive conduct includes both violation of the rights and privileges afforded citizens generally and violation of particular rights and privileges afforded the College in maintaining an educational institution. These specifically include the following:



- a. Any violation of the law of the Commonwealth of Virginia or of the United States which obstructs or disrupts a normal function is disruptive conduct. This includes both violation of general law and of law particularly applicable to students.
- b. Conduct which obstructs or disrupts a normal function, including the obstruction of passage of others through corridors or at entrances and exits; other group assemblies which obstruct or disrupt; trespass; unauthorized presence in a building after normal closing hours or after notice that the building is being closed; physical detainment of a student or of a member of the administration, staff, or faculty against his or her will; the entry into or onto any College-controlled property with the intent to, or the awareness that such activity will, disrupt any normal function of the College; or any activity undertaken where the student knows, or would know, that it will disrupt or interfere with College operations.
- c. Any failure to comply with a request to move on, to vacate an area, or to desist a particular course of conduct where such request is made by an authorized person in the reasonable and good faith belief that compliance with the request is necessary to the safety and welfare of the person or persons so requested, or others, or to the maintenance or restoration of the normal functions and activities of the College is disruptive conduct. For this purpose, an authorized person is any staff member or faculty of the College who has been given responsibility for administering university regulations as well as any law enforcement officer, conservator of the peace, fire fighting personnel, and any person specifically authorized by the President orally or in writing who, in making such request, identifies him/herself and gives notice of the authority given by the President.
- d. Any failure to comply with the terms of any curfew imposed by the President for the purpose of restoring or maintaining the security of persons or property is disruptive conduct.
- e. For reasons of safety and security, all roofs (except those with specifically approved sun decks or work-study areas), balconies, porches, window ledges, mechanical equipment areas, and steam tunnels of College buildings are closed to all but authorized employees.
- f. Any behavior which disrupts the normal living or work environment of those who live and work around him/her.



## **B. Penalty and Procedure**

Any person engaging in disruptive conduct may be charged with a violation of this regulation. The charge shall be heard in accordance with the judicial procedures of the College.

### **Drugs**

College regulations, in conformity with federal and state statutes, provide that:

1. Manufacturing or merchandising drugs, or providing others with drugs, is prohibited. The penalty for violation of this regulation shall range from suspension to dismissal from the College.
2. Possession or consumption of drugs, as well as possession of drug paraphernalia is prohibited. The penalty for violation of this regulation shall range from probation to dismissal.

For the purpose of these regulations, drugs include any controlled substance, including marijuana, amphetamines, LSD compounds, mescaline, psilocybin, DMT, narcotics, opiates, and other hallucinogens, except when taken under and pursuant to a physician's prescription in accordance with law.

(See also page 141.)

### **Endangering Health or Safety**

Conduct which endangers or has the reasonable potential to endanger the health or safety of the student, other members of the College community, or visitors is prohibited.

### **Failure to Comply with Directions**

Failure to comply with a request to vacate an area on campus or to desist in a particular course of conduct on campus made by an appropriate College official who identifies him/herself and acts in the reasonable and good faith belief that compliance with the request is necessary for the safety and welfare of the person or persons or others, or to prevent the disruption of any lawful activity carried on by the College, or conducted under the auspices of, or with the permission of, the College on property under the control of the College, constitutes a violation of College regulations for which penalties ranging from warning to dismissal may be imposed. Such lawful activities include, but are not restricted to, the conduct of classes, laboratories, cultural events, and recreational, extracurricular, and athletic programs; the maintenance and protection of College property and of the property of members of the College community and their guests; the maintenance of vehicular and pedestrian traffic on campus; and the performance of assigned duties by members of the faculty and the staff.

Failure to comply with directions or prohibitions published in the *Student Handbook* or the *William and Mary News*, or by the authorized posting of signs, constitutes violation of this regulation. Failure to comply with proper and authorized written directions from College officials will be a violation of this regulation. In addition, refusal without good cause to appear, testify, or remain when requested before a Student Hearing Board, College Judicial Panel, the Honor Council or any person connected with the disciplinary or honor processes constitutes a violation of this regulation.

### **Fires/Emergency Equipment**

Fires may not be started in campus buildings or elsewhere on the campus unless they are confined to approved fireplaces. This prohibition shall include burning of personal or organizational property. Fires in the College woods are prohibited except when a special permit has been granted. Under no circumstances may fires be ignited in student rooms. Any student who intentionally causes a fire, or who causes a fire through negligence or careless or irresponsible behavior is in violation of this regulation. Tampering with fire safety equipment or alarm systems is prohibited.

For reasons of safety, any fire equipment is to be used only for the purposes intended in its installation. Any tampering with fire extinguishers, fire alarm systems, smoke detectors or other fire equipment is a violation of this regulation. Entering or not leaving a building when a fire drill is conducted or when an alarm is given is a violation of the regulation. In addition, tampering with or damaging emergency or safety equipment including emergency telephones or safety lights is a violation of this regulation. Falsely summoning emergency help is a violation of this



regulation. Violation of this regulation may result in the removal of the student from College housing in addition to other penalties.

**Harassment**

Personally harassing or threatening another person, including racial or sexual harassment (see also p. 93 for the College definition of sexual harassment ) or threats is prohibited. Prohibited conduct includes but is not limited to contacting witnesses or any other party to an incident to intimidate them or to get them to change their testimony. Threats to the health or safety of others constitute harassment as do unwanted obscene, abusive, or repetitive telephone calls, telephone messages, or other unwanted obscene, abusive, or repetitive communications.

**Hazing**

**Hazing**

Hazing is any action taken or situation created intentionally, whether on campus or off, by either an individual or a group, that causes or is reasonably likely to cause injury, harassment or public humiliation or ridicule.

The Code of Virginia (Section 18.2-56) addresses the issue of hazing on college and university campuses and identifies offenses as a Class I misdemeanor. Guidelines have been established pursuant to Section 23-9.2:3(A) (4) of the Code of Virginia, which outline in detail the university's position and expectations regarding hazing and specific activities that are considered hazing. Copies of these guidelines titled "College of William and Mary Statement on Hazing," are available from the Office of Student Activities located in the Campus Center, Room 203.

**Inspection and Search  
of Buildings, Student  
Living Quarters,  
Offices, Lockers,  
or Other Facilities**

Routine inspections may be held for the purpose of assuring fire protection, sanitation, safety, or proper maintenance of the College's buildings and other facilities. Any such inspection, except in the case of emergencies, shall be announced at least 48 hours in advance; and a College staff member shall be asked to accompany the inspector. The student's absence shall not prevent the carrying out of such maintenance or safety inspections.

When any occupant of a room has requested repairs, authorized maintenance personnel may enter in the student's absence for the purpose of making the repairs requested.

Subject to the foregoing, no student's room, office, lockers, or private possessions on campus shall be searched by College administrators unless there is reasonable cause to believe that a student is violating or using his/her facilities in violation of College regulations and a certificate authorizing the search has been issued and signed by the Vice President for Student Affairs (or designee). The certificate shall state the source of the information, the suspected violation, the location of the search, the materials to be seized or information sought, and the name of the person authorized to conduct the search. Nothing in this regulation prohibits the Campus Police from securing a search warrant and executing it in a College facility.

**Medical and  
Emotional  
Emergencies**

The College has a medical/emotional emergency procedure which will be put into effect should a student attempt suicide, make a threat or gesture of suicide, harm or attempt to harm him/herself, or undergo severe emotional or psychological distress. Anyone with knowledge of such circumstances should contact the Dean of Students, 221-2510.

If a student is confined to or brought to the Student Health Center because of a suicide threat, gesture, or attempt or because of severe emotional or psychological distress, the staff at the Student Health Center may reasonably inspect the personal belongings brought to the Student Health Center by or for the student and may remove and store those personal possessions.

When the College medical/emotional emergency procedure is put into effect, a student may not attend classes or return to a residence hall until he or she has been given clearance to do so by the Dean of Students. Failure to comply with the provisions of the College medical/emotional emergency procedure may result in judicial action.

**Motor Vehicles,  
Bicycles, and  
Pedestrians**

**A. Possession and Use of Motorized Vehicles**

Students may not have motor vehicles (other than motorcycles and motorbikes) on campus unless they are eligible to register them as follows:

1. The student does not reside in College-administered housing, OR
2. The student has completed 54 semester hours and has completed at least four regular (fall and spring) semesters, OR
3. The student resides at the Dillard Complex and has completed the equivalent of two semesters, OR
4. The student is also a classified or hourly employee of the College, is registered for less than five (5) credit hours, and is paid from the Student Work Budget, OR
5. The student; although otherwise ineligible, has obtained special permission (designated as "restricted permission") through the Transportation Appeals Council. Forms are available at Parking Services, or for students with disabilities, in the Office of the Dean of Students. Permission may be granted upon demonstration that a vehicle is indispensable for employment and for continuance at the College, is necessary to reasonably accommodate a disability, or for other essential College-related needs. A student who brings a motor vehicle to campus without prior special permission, in anticipation of receiving that permission, is in violation of this regulation. Students who would be eligible for a motor vehicle under this regulation may not register a motor vehicle for another student who would not be eligible.

The penalty for a first violation of the motor vehicle regulation shall range from warning to suspension for one semester and, for a subsequent violation, shall range from warning to dismissal.

College regulations require that all eligible motor vehicles operated on the campus, including motor scooters, be registered by the third day of classes.

The Traffic Advisory Council recommends and reviews regulations governing registration of vehicles as well as parking and traffic on the College campus. College motor vehicle regulations, procedures, and penalties are set forth in the pamphlet, *Motor Vehicle Regulations*. The operation of a motor vehicle on the College campus constitutes implied consent for College parking and traffic violations to be handled through informal disciplinary procedures with final written appeals to the Transportation Appeals Council.

#### **B. Possession and Use of Bicycles**

All bicycles owned or operated on campus must be registered with Campus Police. Violation of this regulation will be subject to the same fine as specified for failure to register a motor vehicle on campus.

All bicyclists are required to operate their bicycles in accordance with the same law that pertains to motor vehicle operation. If a bicycle is operated at night, it must be equipped with a light on the front and a reflector on the rear.

Bicycles must be parked in designated areas only and should always be locked in designated bicycle racks. Bicycles locked to stairways or handicap ramps will be ticketed and impounded at the owner's expense. Bicycles may not be kept in buildings when school is in session, but students are encouraged to store their bicycles in their residence hall rooms during breaks in the school year.

Abandoned bicycles are removed from campus each spring, and after a storage period, unclaimed bicycles are sent to auction.

#### **C. Parking**

Students must park motorized vehicles in those areas designated for student parking. Motorized vehicles, such as motor scooters or motorcycles, may not be parked in College residences. Bicycles must be parked only in designated areas. In addition, the Campus Police reserve the right to remove motorized vehicles and bicycles which are in violation of this regulation, even if such removal requires that the chain or lock used to secure the vehicle is destroyed. Vehicles and bicycles may not be parked on or locked to building ramps. Vehicles impounded may be recovered through the Campus Police Office.



Under no circumstances is the College responsible for any loss of or damage to vehicles. Students assume the risk thereof and must take appropriate steps to protect their property while on campus.

For more detailed information, students should refer to the pamphlet, *Motor Vehicle Regulations*, available at Parking Services.

#### **D. Pedestrians**

Pedestrians have the right-of-way over motor vehicles when crossing streets in crosswalks when exercising due care to insure they are not placing themselves or others in danger. However, jaywalking by pedestrians is not permitted. Jaywalking includes standing, walking, or running in any street which is paralleled by an unobstructed sidewalk other than when crossing the street; and standing, walking, or running in any street in careless or reckless disregard of traffic or of one's own personal safety or in a manner which interferes with the flow of traffic. Where there is no sidewalk, pedestrians should walk on the side of the road facing oncoming traffic.

#### **Posters, Banners, and Signs**

Article I, Section C.2 of the *Statement of Rights and Responsibilities* guarantees to members of the College community the "right to hold public meetings, to invite speakers to campus . . . to post notices, and to engage in peaceful, orderly demonstrations." The following guidelines are designed to regulate reasonably these processes but shall not be used as a means of censorship:

1. Recognized student organizations, departments and offices of the College, and members of the College community may place posters on kiosks, bulletin boards and other specifically designated areas around the campus. ("Posters" means signs, advertisements, handbills, announcements, and other flat or one-dimensional information devices.)
2. Posters may be placed on campus bulletin boards provided that:
  - a. They may not exceed 14 inches by 22 inches in size.
  - b. They must carry the name of the sponsoring organization and the date (week) of posting.
  - c. Posters must be removed at the end of two weeks unless an extension is granted.
  - d. No advertisement offering paid-for research may be posted on campus. The College reserves the right to remove information posted in violation of this regulation.
3. Banners and signs in excess of 14 inches by 22 inches in size must be approved for size and form by the Director of Student Activities prior to hanging and may be hung only in certain designated areas with the following provisions:
  - a. They must carry the name of the sponsoring organization.
  - b. Banners may be posted for no longer than two weeks unless an extension has been granted by the Director of Student Activities.
  - c. Signs and banners which are hung near entryways must not obscure vision or entry and should be securely fastened. Signs must be constructed of material that can withstand adverse weather conditions.
4. Banners, signs, or posters may not be posted or hung on trees, poles, walls, doors, windows, or fences without special permission. Unauthorized signs will be removed.
5. All signs, posters, and banners must conform to acceptable community standards and to any applicable laws such as permissible wording by the Alcohol Beverage Control Commission.
6. Handbills must conform to acceptable community standards and carry the sponsoring organization's name. They may be distributed only outside campus facilities unless an exception has been granted by the appropriate person in charge of the event or facility.

Violation of this policy by individuals or groups will result in disciplinary action. Penalty may range from restitution or compensation to disciplinary probation and may include the removal of recognition for the sponsoring organization.

**Public Performances/  
Use of College Name  
or College Marks**

No person or group of persons shall represent the College in a public statement or performance of any kind unless prior written approval has been obtained from the Provost. No person or group of persons shall use the College name or marks unless prior written approval has been obtained.

**Reportable Diseases**

In the event a student is diagnosed as having a transmittable disease, which must be reported to the State Department of Health, the College reserves the right to determine, on a case-by-case basis, whether or not there are conditions which should be established to limit or prohibit the student's continued participation in the College community in the interest of public health and/or the health of the student. This determination shall be made by the Director of the Student Health Service with such consultation as may be appropriate. Specific conditions may include, but shall not be limited to, periodic medical/counseling procedures, confinement to the Student Health Center, reassignment or removal from the residence halls, and/or a medical withdrawal from the College. If, in the opinion of the Director of the Student Health Service, the student's condition requires the immediate exclusion of the student from the residence halls or the campus, such an action shall be considered temporary until the student has an opportunity to receive a full review of the matter by the Director of the Student Health Service.

**Responsibility  
for Guests**

All guests are expected to abide by College regulations. Students are responsible for the behavior of their guests. The student's responsibility includes restitution for damage to College facilities or other restitution which is necessary, and/or other sanctions.

**Self-Defense Items**

Stun guns, mace, and other such items are intended for self-defense purposes only. Use in other ways, except by police in the line of duty, would constitute a violation of College regulations.

**Sexual Harassment**

Sexual harassment is prohibited at The College of William and Mary and in its programs, activities, and functions. For the purpose of College policy, sexual harassment is defined as unwelcomed 1) sexual advances, or 2) requests for sexual favors, or 3) other behavior of a sexual nature where:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or participation in a College sponsored program or activity, or
- Submission to or rejection of such conduct by an individual is or may be used as the basis for academic, employment or other College decision affecting that individual, or
- Such conduct unreasonably interferes with an individual's academic and/or work performance, participation in College sponsored programs or activities, or creates an intimidating, hostile or offensive working, educational, or residential environment provided by the College.

Conduct alleged to be sexual harassment will be evaluated by considering the totality of the particular circumstances, including the nature, frequency, intensity, location, context and duration of the questioned behavior. Unwelcomed conduct of a sexual nature can form the basis of a sexual harassment claim if a reasonable person, similarly situated, would consider it so

unreasonable, severe or pervasive as to interfere with academic, educational, or employment performance or participation in a College program or activity or residential environment.





Sexual harassment can occur when one person has power or authority over another; however, it may also occur between individuals of equal status or rank within the College. Sexual harassment may occur between males and females and between persons of the same sex. Harassment between individuals of different genders does not constitute sexual harassment where the difference in gender is the sole reason for the complainant's identifying the conduct as "sexual in nature."

It is a violation of university policy for any member of the university community to make an intentionally false accusation of sexual harassment.

Students, faculty, staff or guests who believe that they have been subjected to harassment by a student at the College should follow the procedures beginning on page 103. Members of the College community who believe that they have been subjected to harassment by a member of the faculty (instructional, administrative or professional) or classified employee should refer to page 80 or contact the Director of Affirmative Action at 221-2615.

## **Sexual Misconduct**

Sexual misconduct includes sexual assault or sexual intercourse, without consent. A person who is mentally or physically helpless cannot give consent.

Sexual assault includes, but is not limited to, any intentional touching by the accused, either directly or through the clothing, of the victim's genitals, breasts, thighs, or buttocks without the victim's consent or by ruse. Sexual assault also includes touching or fondling of the accused by the victim when the victim is forced to do so against his or her will. Sexual assault is punishable under College policy by penalties ranging from probation to dismissal.

Sexual intercourse without consent, including rape (whether by acquaintance or stranger), sodomy, or other forms of sexual penetration is prohibited and is punishable under College policy by either contingent or permanent dismissal.

Verbal conduct, without accompanying physical contact as described above, is not sexual assault, but verbal conduct may constitute sexual harassment, which is also prohibited under College regulations.

Because of the serious nature of acts of sexual misconduct, the judicial procedures have been modified to insure that such cases are pursued with sensitivity as well as fairness. See p. 107 for information about these procedures. As a matter of policy, the institution encourages the accuser in these cases to also pursue appropriate remedies in the state judicial system.

## **Smoking**

Consistent with the Virginia Clean Indoor Air Act, the College has identified smoking and non-smoking areas in buildings. Smoking is never permitted in classrooms, elevators, indoor service and cashier lines, and public gathering places such as auditoriums, theaters, and meeting rooms. Failure to adhere to this policy may result in disciplinary charges of failure to comply with directions and/or conduct infringing on others.

## **Solicitation/ Distribution/ Fund-Raising/Sale by Students or Others**

Organizations and individuals who wish to sponsor a fund-raising project on campus must receive approval from the Office of Student Activities prior to the event. Organizations and individuals who wish to solicit for charities, sell magazines, or engage in any other solicitation activity must have prior approval from the Office of Student Activities. The use of campus facilities for approved fund-raising events is governed by policies outlined under "Campus Facilities" on page 96.

Except by written approval, solicitation or sale of goods on campus or in residence halls is prohibited. Approved solicitation, distribution, or sale of goods, by students, student groups, and non-students may be undertaken in reasonable areas, such as the University Center lobby, the Campus Center, and the front of the Commons, or elsewhere with the written permission of the Director of Student Activities. Non-students who violate this policy are subject to legal prosecution. Penalties for violation of this regulation range from warning to suspension.

## **Stealing and/ or Damaging Personal Property**

No student shall steal, damage, take without authorization, or attempt to steal, damage, or take without authorization the property of another. No student shall recklessly or knowingly help or assist another in stealing, damaging, taking without authorization, or attempting to steal, damage, or take without authorization the

property of another. Possession of the property of another, knowingly and without the owner's permission, is a violation of this regulation. Common sense dictates that students take ordinary measures to safeguard their property just as they would in the non-College community.

No student shall steal, damage, take without authorization, or attempt to steal, damage, or take without authorization College property, nor shall he/she remove or attempt to remove College property from the place or divert it from the use and/or place to which it was assigned by the College. No student shall recklessly or knowingly help or assist another in stealing, damaging, taking without authorization, or attempting to steal, damage, or take without authorization College property.

Possession of College property knowingly and without permission is a violation of this regulation. For the purpose of this definition, College property includes property owned or leased by the College and property placed by vendors in College facilities. **Stealing is a violation of the Honor Code, and complaints of stealing will be referred to the appropriate Honor Council**

Failure on the part of a student to show an identification card upon the request of a Campus Police officer or other College officials who identify themselves as such is a violation of College regulations. In addition, the transfer of an identification card to another person, the use of an identification card by another person, the alteration of an identification card, or the possession or use of false identification are violations. Presentation of false identification to a student or college official also is lying, a violation of the Honor Code.

Violations of local, State, or Federal law may also constitute violation of College regulations. Conduct leading to arrest, indictment, or conviction for violation of local, state, or federal law may result in disciplinary action by the College if the President, or his designee, determines that such disciplinary action is necessary for the protection of other members of the College community or for the safeguarding of the educational community or to prevent the disruption of any lawful activity carried on by the College, or conducted under the auspices of, or with the permission of, the College on property under the control of the College. Such activities include, but are not restricted to, the conduct of classes, laboratories, cultural events, and recreational, extracurricular, and athletic programs; the maintenance and protection of College property and of the property of members of the College community and their guests; the maintenance of vehicular and pedestrian traffic on campus; and the performance of assigned duties by members of the faculty and staff.

In the event that the President or his designee determines that disciplinary action is necessary for the reasons stated above, the case may be referred for action through the College judicial process and, if the student is found responsible, a penalty ranging from warning to dismissal may be imposed.

The College reserves the right and responsibility to initiate its own disciplinary proceedings without awaiting court action.

Weapons, firearms, fireworks, and explosives are prohibited on campus. Gasoline (other than that used legally in motor vehicles) and all other combustible liquids are also prohibited. The possession of fireworks or the exploding of fireworks in the residence halls or elsewhere on the campus is prohibited.

Toy, counterfeit, replica, or blank-firing firearms or other weapons are prohibited on campus. Pellet, paint, and bb guns are also prohibited.

The College reserves the right to confiscate weapons, fireworks, and any instruments, toys, or other things which reasonably appear to be weapons or other prohibited items listed above, and to hold those items for appropriate disposition.

**Stealing  
and/or Damaging  
College Property**

**Student  
Identification**

**Violations of  
Local, State,  
or Federal Law**

**Weapons, Firearms,  
Fireworks, Explosives,  
and Combustibles**



## CAMPUS FACILITIES

Recognizing the importance of a broad program of extra-curricular activities in the lives of its students, faculty, and staff, The College of William and Mary seeks to encourage the widest practical use of its physical facilities by campus and non-campus groups whose educational, cultural, and athletic purposes are compatible with those of the College. In all matters of scheduling, the regular academic program of the College will have precedence over extracurricular events. In assigning space, the College will not interfere with the rights of individuals and groups to the free expression of their views as set forth in the College's *Statement of Rights and Responsibilities*. However, events which in any way interfere with the academic program of the College or which are likely to damage or disrupt College facilities/activities may not be scheduled. Non-College groups which are granted use of College facilities may not state or imply College sponsorship of the organization or its program, except when the College authorizes in writing such publicity through the appropriate administrative channels.

The use of all facilities of the College shall be in accordance with all applicable laws and College regulations, including institutional standards of conduct.

These policies and procedures apply to the scheduling of events and activities, other than those related to regularly scheduled courses and seminars, in all spaces of the College, both indoors and outdoors, excluding, however, faculty and staff offices; department libraries, museums, lounges and special collection facilities; and laboratories and class rooms during periods of regularly scheduled academic use.

### **I. General Policy**

The scheduling of activities and events shall be done in a manner and under procedures that assure the primary use of facilities and areas in ways which enhance the educational, social, cultural, recreational and intellectual environment of the students, faculty and staff of the College. To the extent not reasonably needed to promote such enhancement, space and facilities of the College may be made available for other use, including use by groups not a part of the College Community, under terms and conditions that protect the College's proprietary and financial interests and assure no impairment of the broader institutional interests of the College.

### **II. General Standards Governing Scheduling of Facilities**

1. Activities of recognized College organizations and groups shall have priority over those of outside organizations.
2. Priority shall be given to accommodating recurring programs, series, and activities sponsored by the College as an institution or by its academic and athletic departments.
3. Routine utility and maintenance costs associated with activities of recognized College groups will normally be absorbed by the College where insignificant in amount. Illustrative would be utility costs associated with the use of a meeting room in the Campus Center by a student interest group.
4. Organizations and individuals conducting activities for profit shall be charged commercially comparable use fees to be established by the Director of Student Activities. An activity shall not be regarded as conducted for profit where all net proceeds are for the use of a charitable organization, or where fees and prices are reasonably calculated to merely defray expenses, or where the group sponsoring the event derives substantially all proceeds from members. Also, all activities sponsored by the Student Association, or any other student government organization and the undergraduate class organizations (but not including student interest groups such as fraternities, sororities, and political organizations) shall be regarded as non-profit if net proceeds are for the exclusive use of such an organization.
5. Organizations whose use of space and facilities entail added costs to the institution shall be required, as a condition of such use, to defray such expenses. Expenses of providing platforms, special fixtures and equipment,

or the assignment of significant maintenance or security personnel, are, by way of illustration, in these categories.

6. Where, by reason of location, time, size, inherent nature or scope, a particular activity can be reasonably undertaken with due regard for health, safety, and protection of property only by the observance of special precautions or arrangements, approval of use of a facility or location shall be appropriately conditioned.
7. Each sponsoring organization, in requesting to use College space or facilities, shall be under a duty to assume self-regulation at events and activities to assure that applicable laws and regulations, including institutional standards of conduct, are observed. Failure to observe such laws, regulations, and College policies shall justify revocation of permission to use facilities and space, both as to activities in progress and future activities, and may result in institutional discipline.
8. No activity or event shall be scheduled for an unsuitable location, taking into account considerations of size, accommodations, traffic, noise, time, relationship to nearby areas and activities, and other relevant facts and circumstances. In consideration of recurring problems with noise to campus areas as well as surrounding residential areas arising from events scheduled outdoors, amplification of music will be permitted only at the Lake Matoaka shelter and amphitheater except by special written permission by the Director of Student Activities. Noise levels must be maintained at a reasonable level as determined by the Campus Police. All amplified music must end at midnight. Failure to comply with this noise regulation will result in the closing of the event as well as possible loss of future scheduling privileges.
9. In considering requests for space and facilities by off-campus organizations, due regard shall be given to the availability of space off-campus, to the end that the College does not unduly compete commercially with business operation in the community.
10. The College reserves the right to deny the use of its facilities to any outside organization seeking to rent or use College space. Under no circumstances will the College rent its space to a religious or political organization for use on a regular and ongoing basis. When College facilities are rented for these purposes the College will make a full recovery of its costs.
11. Events will not be scheduled during the reading or examination periods in any residence area or any outside area that could cause a disturbance to a residential area. This includes areas in non-residential facilities that because of their proximity might cause a disturbance to a residential area.
12. Groups desiring to use College space and facilities shall submit requests as far in advance as practical. Any requests not received sufficiently in advance to permit needed inquiries, evaluation and consideration, where appropriate, may, for that reason, be denied.

### **III. Administration**

1. The Administrator of the scheduling system operative under these policies and guidelines shall be the Director of Student Activities.
2. The Administrator shall maintain a schedule of all events and activities to which space and facilities are allocated, the College Calendar, and this shall be the official calendar of events for the College.
3. The Administrator shall receive in writing or by completion of application form all requests for scheduling, make all inquiries necessary to evaluation and disposition of such requests, and may approve or disapprove all requests whose disposition is clearly dictated by the standards herein set forth.





The Computer Center at the College of William and Mary supports computing by the entire College—students, faculty, and administration. Several public access computer labs containing personal computer workstations are located on campus providing easy access to College computing systems. Most administrative computing is performed on an IBM 9121-311 computer running the IBM operating system MVS/ESA. Several RS6000 computers running AIX are provided for academic computing (i.e. computing related to specific courses). All students have accounts (userids) and passwords established on the RS6000 electronic mail and gopher servers automatically. Also, the College provides access to its Resident Network (RESNET) for those students having their own computers and wishing to access computing systems and Internet from their on-campus residence.

In addition, the Technology Services group provides assistance to members of the College community with computing questions. College computer users are advised to contact Technology Services if they have specific questions or need general information concerning computing at the College.

#### **Computer Utilization**

Students at William and Mary may use the Computer Center academic mainframe system for any school-related and non-commercial activities; each student has his/her own account (userid) on this system. In addition to class-assigned work, the computer may prove useful for electronic mail, developing solutions to lab assignments, and other class related work. Word processing may be accomplished using personal computers which are located in several labs around campus.

The Computer Center has instituted regulations to ensure 1) that each individual using the computer can be confident in the privacy of his/her work and materials; 2) that no one will be unwillingly subjected to abusive behavior of others using the system; 3) that the resources available to the community are not consumed by only a few individuals; and 4) that electronic vandalism does not destroy computer programming.

#### **Privacy and Security**

The account (userid) owner is responsible for any activity done under that account (userid). Students are cautioned that the USE OF ANOTHER'S ACCOUNT (WITH OR WITHOUT PERMISSION) CONSTITUTES THEFT. Likewise, students permitting other individuals to access computing systems and networks, such as RESNET, from their personal computing devices are responsible for any activity that is undertaken from their personal computing devices. The Computer Center staff will help students determine appropriate ways of sharing projects and files.

Security on the College computer systems is controlled through passwords. The Computer Center creates a password for each account (userid), but it should be changed so that the individual is the only person who knows the password. **PASSWORDS SHOULD BE CHANGED FREQUENTLY.**

Note: Any reference to computing systems or computers in the following information includes all College-owned, -operated, and/or -maintained computing systems and networks. This includes, but is not limited to mainframe computers, mini-computers, micro-computers, networks (including RESNET), and workstations.

#### **Abusive Behavior**

Abusive behaviors are not permitted. Abusive behavior includes the utilization of computers to harass others in some way, for instance, sending computer mail that is abusive, obscene, threatening, or a nuisance. Obscene, vulgar, or derogatory output prominently displayed on a public work station, printed and left in public output areas, or electronically transferred, is prohibited. Complaints of behavior that seems to constitute misuse of computing facilities will result in an investigation by College officials, and subsequent judicial action will be initiated when appropriate.

#### **Control of Resources**

Users must respect the needs of others when using the computers. The areas where judgment is required include using input and output devices and loading the system.

Input Devices	The chief form of input device is a public access personal computer, located in several labs around the campus. During some times of the semester, when all such workstations are in use, computing unrelated to course work will be curtailed.
Output Devices	Guidelines for utilization of printing resources are in effect at all times. The regulations vary according to printer, but in no case may computer facilities be used to print multiple copies of newsletters for social organizations (including mailing lists), private business matters, surveys/questionnaires, and/or personal communications. Duplication of these materials must be performed by means other than a computer printer.
Loading the System	Particularly during the busier times of the semester, programs requiring great amounts of computer power drastically interfere with the ability of others to get their work done. Accidental overuse of computer power will not be penalized, but users are responsible for avoiding recurrence of this type of inefficiency. In addition, the computer systems were not designed to handle electronic mail in mass. Thus, users should refrain from sending large volumes of electronic mail at any given point in time.
Electronic Vandalism	The operating system controlling the academic mainframe system, for example, restricts the ability of users to interfere maliciously with the rights of others. No shared computer system, however, can be made impervious to concerted efforts to destroy it. Users may not modify an operating system or their privileges under it in any way. Changing the operating systems is fundamentally the same as destroying the computers themselves and is destruction of College property.
Additional Rules and Regulations Regarding Use/Misuse of Computing Resources	<ol style="list-style-type: none"> <li>1. Abide by all rules and regulations posted in the terminal rooms, labs, and printer areas.</li> <li>2. Never log into a computer under another person's ID, and do not use accounts that have not been assigned to you. With or without permission, this constitutes theft of computer resources.</li> <li>3. Keep your password secret and <b>NEVER</b> give it to anyone else. Change it frequently (every 30 days); and if you suspect that your password is known by another user, change it immediately.</li> <li>4. Do not attempt to penetrate system security: <p>Do not attempt to use system passwords. Do not attempt to use other users' passwords.</p> <p>Do not attempt to override a system's account or security routines.</p> <p>Do not deliberately crash or attempt to crash a system. <i>System crash</i> is defined as the stoppage of a computer system due to a hardware or software failure in a component or system during operations which renders it unavailable for use. Examples include the following: mass mailings of electronic mail and broadcast storms.</p> <p>Do not intentionally cause or attempt to cause a system to behave atypically. Examples of atypical behavior include, but are not limited to, the following:</p> <p>System response is considerably slower than normal due to an individual running a program whose major intent is to slow system response.</p> <p>Workstation behavior is altered from that established by College officials.</p> </li> <li>5. Never use a computer to annoy or harass anyone; this especially applies to the use of ELECTRONIC MAIL, CONFERENCING, NEWS GROUPS, BULLETIN BOARDS, and MESSAGE facilities. This includes flooding individuals or newsgroups with large amounts of electronic mail to annoy the individual or disrupt the newsgroup.</li> <li>6. Do not transmit or print language or images which, in the opinion of College officials, is obscene, vulgar, or abusive.</li> <li>7. Respect posted limits on the use of computer resources, e.g. volume printing; no one has the right to use a computer in a way that hampers the ability of "the average user" to work. For example, do not use the computer printing resources to print multiple copies of social organization newsletters (including mailing</li> </ol>



lists), private business matters, surveys/questionnaires, and/or personal communications. Computers should not be used for any commercial activity.

8. If a staff member informs you that something you are doing is causing a problem for a computer system or its users, stop doing it and DO NOT repeat the action.
9. Absolutely no hacking at a system, network, or other public software is permitted. No one may attempt to increase one's right, to substitute another userid for one's own, forge electronic mail, or to gain unauthorized access to system material or private material whose owner has not given explicit permission. *Hacking* is defined as unauthorized access or entry, or attempted access or entry, to computer facilities and/or computer-based data. This definition includes unauthorized attempts to breach security techniques set up to protect a computer system as well as unauthorized experimentation with system hardware, software, and communications systems. This definition applies whether or not there is any intent to obtain, alter, or destroy specific information.
10. The purpose of INTERNET is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. The College supports this purpose and therefore the use of INTERNET for purposes of game playing and chat programs is not allowed. In addition, the College does not condone actions on Internet that violate government regulations and/or are not in keeping with the mission of the institution. It is the responsibility of each individual to



ensure that all material created, used, or passed via Internet complies with all government regulations and is within this mission. The College reserves the right to remove any and all material that it deems inappropriate.

11. College officials reserve the right to access and examine the files and/or terminal sessions of any computer user to investigate violations or suspected violations of security and/or policies, terminal interactions which may be contributing to poor computer performance, or computer malfunctions. It is within the purview of the College to remove access of violators or suspected violators to any/all computer systems and networks until the investigation and any ensuing work is complete. In these events, users whose files or terminal sessions are being examined have no expectation of privacy with regard to their files, data, or communications.

*Interpretation:* Investigations of suspected security or policy violations, which require examination of files and/or terminal sessions, will receive prior approval from the Vice Provost for Information Technology or his/her designee. In situations of this nature, College officials will inform the authorized users whose files and/or terminal sessions are being examined about the reason for the examination as soon as practical.

12. Enforcement and application of these rules and regulations shall normally be handled by the Computer Center and/or appropriate departmental officials. However, cases may also be referred to the appropriate Honor Council or to the judicial system.

## Violation

Penalties for violation of these rules and regulations shall be not less than warning nor greater than dismissal from the College of William and Mary and may include loss of computer privileges for a specified period of time and restitution for damages.

## Requirements for Use of the College of William and Mary Student Web as a Conduit for Student Web Pages

The College of William and Mary is pleased to offer students an opportunity to post material on the World Wide Web. Developing materials for the Web is a significant learning opportunity which will help students prepare for the advanced technology of the next century. Access is also provided in order that students may contribute to the continued operation and development of the World Wide Web as an educational resource. The following requirements attach to the exercise of this privilege:

1. The College has established a computer server on which students and student organizations are extended the privilege of posting pages that (1) are consistent with the public, non-profit educational mission of the College, (2) meet the technical specifications of the system, and (3) are in compliance with all applicable College regulations and state and federal laws, including those prohibiting obscenity, defamation, or copyright infringement.

The posting of obscene materials is unlawful and users are specifically cautioned against linking to sites that contain such materials, even if the site has other useful content.

The College is a non-commercial user of the Web and student use of the Web through the conduit of the College's Web site must remain non-commercial. No money-making activity may be conducted through the use of the College's Web site.

The College is not responsible or liable for material in violation of these requirements or applicable laws. Students and student organizations are responsible for the content of their postings and for ascertaining the copyright status and obtaining all necessary permissions or licenses for any material used.

2. Before posting materials to the Web, students and an officer of each student organization must read and demonstrate their understanding of this document outlining the technical procedures, legal obligations and commitment to abide by College requirements for posting a page on the College's Web site. Those documents can be found at <http://www.wm.edu/webmaster/studentweb.html> on the Web.
3. Students must also sign a form acknowledging that the posting of material is a privilege extended by the College; pledging their compliance with applicable technical procedures, legal obligations and College regulations; and agreeing that, in addition to appropriate sanctions for violations, the privilege may be revoked and/or computer files may be deleted if these requirements are not strictly observed. This form is available from the Office of Technology Services in the basement of Swem Library.
4. Student pages will be linked to the College of William and Mary site through only one link. Before accessing any of the student organization pages, users will view the following disclaimer:  

Any views and opinions expressed in this page are strictly those of the page author. The contents of this page have not been reviewed or approved by the College of William and Mary.
5. The terms and conditions governing use of the College's Web site are based on the College policies noted in the Student Handbook which include, but are not limited to, the honor code, prohibitions against harassment, violations of law, responsible computer use, and sanctions for failure to comply with College and legal requirements.
6. At the discretion of the instructor and with the instructor's approval, student material produced as a result of class assignments or during independent studies may be posted within the course listing. Department chairs and Deans may include links to approved student organizations on their pages (e.g., the Department of Music may wish to link to the Gentlemen of the College page).
7. Students wishing to develop Web pages must complete the following steps:
  - a. Read the requirements for student usage at <http://www.wm.edu/webmaster/studentweb.html> on the Web.



- b. Demonstrate their understanding of the requirements by completing the electronic form at the bottom of the guidelines.
- c. Go to the Office of Technology Services and sign the pledge to abide by all requirements.
- d. Notify the College Webmaster at [webmaster@www.wm.edu](mailto:webmaster@www.wm.edu) that their pages are ready for mounting.

NOTE: The Office of Technology Services and the Earl Gregg Swem Library offer a variety of short courses and seminars featuring information on HTML and Web design. For more information on these services, call 221-HELP.





## I. BASIC POLICY

The judicial system at the College of William and Mary exists to provide a living and learning environment which reflects the values of the institution. Through it, the College seeks to guide students toward the development of personal responsibility, respect for others, and mature behavioral standards. While the College's judicial system may have some similarities with the legal system established in the broader community, it is essentially educative and administrative in nature and is not governed by narrow legalisms or the same restrictions found in criminal or civil proceedings.

The authority for discipline is vested in the President by action of the Board of Visitors. The President has empowered the members of the Student Affairs Division, the Judicial Council, the Honor Council, the Appeals Committee, and the Provost or designee to adjudicate charges of alleged misconduct by students and to levy fair penalties as provided in these procedures. The President reserves at all times the right to designate other persons or to appoint special committees as necessary to aid in the judicial function. While there is no right of appeal to the President, the President further reserves the right at all times to review any decision made and to take such action as shall be in the best interest of the institution.

## II. JUDICIAL PROCEDURES

### A. Jurisdiction

All students and student organizations are expected to maintain a high standard of conduct both on and off campus. Students and student organizations who violate College rules or regulations are subject to discipline. In general, College discipline shall be limited to conduct which occurs on College property, including adjacent streets and sidewalks, on property owned or controlled by the College, or when the conduct adversely affects the College community or its members. "Student" means a person currently enrolled at the College, or a person who is accepted for admission or re-admission to the College, or a person who has been enrolled at the College and is eligible to continue enrollment. "Student Organization" means any group of students that is recognized by the College through the procedures established by the Office of Student Activities.

### B. Complaints of Misconduct

A complaint of misconduct alleging that a violation of College regulations has occurred may be made against a student or a student organization by a fellow student, by a member of the faculty, administration, or support staff, by a visitor or a guest to the campus community, or by a member of the local community. Complaints of misconduct must be in writing and shall be filed with a member of the Campus Police, Residence Life Staff, the Office of the Dean of Students, or, in the case of a complaint against a student organization, the Office of Student Activities. Complaints should be submitted as soon as possible after the alleged violation of College regulations. If an alleged violation is not reported within four months of the time it becomes known by the complainant, it may be considered untimely unless the appropriate administrative officer concludes that there has been good cause for the delay and that it is still feasible to hold a fair hearing.

When a written complaint of misconduct is received, the appropriate member of the Student Affairs staff shall determine if the alleged violation is unfounded or frivolous. Such allegations shall be dismissed.

### C. Informal Conference

If the allegation is not dismissed, the accused student or official representative of the accused student organization shall be directed to appear for an informal conference with the appropriate member of the Student Affairs staff. The informal conference is an opportunity for the student to receive information about the judicial process, including options for adjudication, and to discuss the complaint with the staff member and respond on his or her behalf, or on behalf of a student organization, although a student is not required to make any statement. After the informal



conference and any appropriate investigation, the staff member may dismiss the complaint if unfounded or propose a penalty appropriate to the facts of the situation. If the student or student organization chooses not to dispute the facts and executes a written waiver of a hearing, the case will be resolved informally and the staff member shall assess the penalty proposed and appropriately inform the student.

If a student fails to appear at the informal conference after being properly notified, the staff member may further investigate and dismiss the complaint if unfounded, place a hold on an accused student's records (which prevents a student from registering or engaging in other transactions with the College), or prepare written charges and notify the student or representative of the student organization.

#### D. Adjudication Options

A student or student organization, through its official representative, may elect to resolve a case of alleged misconduct through informal resolution (as outlined above), through a hearing with an administrative staff member, or through a hearing with the appropriate hearing body. The student or student organization, through its official representative, will have up to two working days to make this decision unless the administrator handling the case grants an extension for good cause. Once made, the election is irreversible. If the student or student organization, through its official representative, does not inform the administrator handling the case of his or her election, the case will be resolved informally with the penalty chosen by the staff member. The right of appeal is assured regardless of the method of adjudication.

If a student or student organization, through its official representative, chooses to resolve a case through a hearing, the student affairs administrator will prepare formal written charges and notify the student. All charges of violations of College regulations will normally be heard within ten working days of when charges are brought except in unusual cases where 1) the Vice President for Student Affairs grants a postponement to the administrative officer 2) the chair of the judicial committee to which the case has been assigned, or the administrator hearing the case, grants the accused a postponement, or 3) when a College break makes a hearing impractical. A case may not be heard in fewer than two working days unless the student waives in writing the two working day time period.

#### E. Hearing Procedures

##### 1. The Judicial Council

**Composition.** The Judicial Council is a committee of student, faculty and administrative members constituted as follows:

*Undergraduate Students* – 13 students (5 seniors, 4 juniors, 4 sophomores) selected on an annual basis by the Student Assembly. Each year the Student Assembly Executive Committee will coordinate an application/selection process. A committee consisting of the Student Assembly Executive Vice President, the Dean of Students, and a faculty member who has served as a member of the Judicial Council (all three serving as ex-officio, non-voting members), along with two students who have been Judicial Council members, two Honor Council members and three undergraduate council members, will select Judicial Council nominees from a pool of not more than 30 names submitted by the Executive Vice President. The Student Judicial Council nominees will be submitted to the Student Assembly for election.

Any student who is currently on disciplinary or honor probation or who has previously been suspended or dismissed from the College for non-academic reasons is ineligible for membership on the Judicial Council. Students may not serve concurrently on Honor Council and Judicial Council.

*Graduate Students* – 15 students (3 from each of the 5 graduate schools) selected on an annual basis by a process determined by each of the graduate student governing bodies.

Any student who is currently on disciplinary or honor probation or who has previously been suspended or dismissed from the College for non-academic reasons is ineligible for membership on the Judicial Council. Students may not serve concurrently on Honor Council and Judicial Council.

*Faculty* – Eight full-time members of the faculty appointed on an annual basis by the Provost of the College. At least one faculty member will be appointed from each of the five schools.

*Administrative Staff* – Four members of the administrative staff appointed on an annual basis by the Vice President for Student Affairs.

The term of office for all members begins the day after classes begin in the fall semester and runs through the first day of classes the following fall semester. Should a vacancy occur on the Council or should additional, temporary Council members be required, the Vice President for Student Affairs is empowered to make the necessary appointments.

The Office of the Dean of Students provides assistance to the Judicial Council, Appeals Committee, and student counsels by implementing a training program, organizing and scheduling the duties and activities of the Judicial Council members, and providing for record-keeping and other support needs. The Vice President for Student Affairs coordinates the activity of the Appeals Committee.

**Duties.** The student members of the Judicial Council serve as Student Hearing Board members and as Judicial Panel members, and the non-student members of the Judicial Council serve as Judicial Panel members.

- a. A *Student Hearing Board* hears “less serious” cases when a student requests a committee hearing. Less serious cases are those cases in which the alleged offense might be punishable by a penalty less than probation with loss of privileges, including, but not limited to, allegations of violation of residence hall regulations. Normally, informal hearing procedures will be used in deciding these less serious charges. However, the essential elements of fairness require that the student be provided written notice of the charge or charges and that the student also be provided, upon timely request in writing, with a summary of the principal facts underlying the charge to the knowledge of the appropriate member of the Student Affairs staff, with opportunity to respond on his or her behalf, and to receive written findings for a penalty greater than an oral warning.
  1. Three student members of the Judicial Council; at least two of whom will be from the school in which the accused student is enrolled, will normally adjudicate each case. Each three-member board will select one of its members from the school of the accused student as chair. A fourth member, who may not vote or participate in any way in the hearing or deliberations of the Board other than as record-keeper, will be designated as recorder.
  2. Decisions will be reached by majority vote.
  3. The Student Affairs staff member assigned to investigate the allegation will ordinarily present the information supporting the charge.
  4. The recorder will summarize the evidence presented and the findings of the Board including the reasons for the finding and penalty if the student is found responsible. This summary should be filed in the Office of the Dean of Students within two working days of the hearing.
  5. The Office of the Dean of Students will notify the student in writing of the decision of the Board within two working days after the Board’s summary is filed.
  6. Appeals of Hearing Board decisions will be reviewed by the Dean of Students or designee in accordance with the principles outlined under “Appeals of Judicial Actions”.
- b. A *Judicial Panel* hears “more serious” cases when a student has requested a committee hearing. More serious cases are those cases in which the alleged offense might be punishable by a penalty of removal from the College’s residence halls, probation with loss of privileges, or suspension or another form of separation from the College.



On an annual basis, the undergraduate membership of the Judicial Council will elect two of its members to serve as chairs for this hearing function. Each graduate school governing body will designate one of its Judicial Council members as chair for those hearings involving members of their academic unit. In the event an elected chair is unable to preside over a hearing, the Dean of Students will designate a temporary chair for the hearing.

1. Five Council members will comprise a Judicial Panel. One of the five will be an elected or designated chair. The remaining members for each panel will consist of two students from the academic unit in which the accused student is enrolled plus one other student member of the Council, one faculty member from the academic unit in which the student is enrolled, and one administrator. If an accused graduate student is enrolled in a degree program in two different schools, student members will be appointed to the panel from both schools. A sixth member, who may not vote or participate in any way in the hearing or deliberations of the Panel other than as record-keeper, will be designated as recorder.
2. Judicial Panel proceedings will be tape recorded.
3. The Student Affairs administrator responsible for the case will schedule a hearing with the Judicial Panel and inform the student in writing *at least* two working days in advance of the date, time, and place of the hearing and of the exact charges against the student. The administrator will also provide the student with the principal information in support of the charges of which the administrator is aware at the time.
4. It is the responsibility of the accused student to secure the presence of witnesses desired at the hearing. If the accused student notifies the Dean of Students in a timely fashion that a critical witness and one whose testimony will not be duplicative is refusing to appear at the scheduled hearing, the Dean will examine the matter and assist if appropriate. The accused student may request that disciplinary action be taken against any student witness who refuses to appear or to testify so long as timely, appropriate, and verifiable notification was provided the witness. This action is authorized by the College regulation "Failure to Comply." The Student Affairs administrator will notify all available witnesses required to support the charges of the date, time, and place of the hearing.
5. A student may request one postponement of the hearing, citing the reasons for the request in a written statement to the chair of the scheduled hearing panel at least 48 hours in advance of the hearing, if possible. Supporting documentation should be provided where appropriate. The chair of the scheduled panel may grant a postponement for good cause.
6. The conduct of the hearing is the responsibility of the chair. The chair introduces the members of the Panel and summarizes any special situations pertinent to the case or the hearing. The Student Affairs member presenting the case will brief the Panel on the charges and the nature of the case. The accused student will be given an opportunity to respond to the charge(s) and to make an opening statement. The presenter will introduce the evidence and question the witnesses present to support the charge. Following the questioning of each witness, the Panel and then the accused student will be invited to question the witness.

The accused student will then testify, introduce evidence, and present and question witnesses. The student may then be questioned by the Panel and the presenter. Witnesses presented may be questioned by the Panel and by the presenter. At the conclusion of this presentation of evidence, the presenter and the accused student will be given an oppor-

tunity to present summary remarks to the Panel. Rebuttal remarks will also be allowed at the discretion of the chair.

7. The Panel will meet in closed session to determine whether or not the student has violated the regulation(s) as charged. For a student to be found responsible for a violation, at least four of the five Panel members must conclude that the evidence in support of the charge is clear and convincing.<sup>1</sup>
8. Once a finding regarding responsibility is reached, the Panel reconvenes to notify the student and the presenter of the decision. If the student is found responsible, the Panel will be briefed by the presenter on any previous violations of College regulations by the student, any precedent for similar situations, and any administration recommendations concerning penalty. The student will be given an opportunity to make a statement concerning penalty, and if desired, to call character witnesses. The number of character witnesses may be limited by the chair. The Panel will again meet in closed session to determine an appropriate penalty and will reconvene and announce its decision. The sanction imposed must be agreed to by four of the five members of the hearing panel.
9. The recorder will summarize the hearing, the evidence presented, and the findings of the Panel and indicate the reasoning for the finding and any penalties assigned. The chair of the Panel will sign the summary along with the recorder as a testimony to its accuracy. The summary, the tape(s), and all evidence normally will be filed within two working days in the Office of the Dean of Students.
10. The Office of the Dean of Students will notify the student in writing of the finding of the Panel and any penalties assigned within two working days after the Panel's summary is filed.
11. As soon as possible after written confirmation of the results of the hearing, normally within two working days, the Dean of Students or designee will be available to a student found responsible for a violation to discuss the impact of the decision on the student and to review the appeal process.
12. When a Panel assigns the penalty of contingent dismissal, a similar Panel of five persons will be appointed by the Vice President for Student Affairs at the appropriate time to determine whether the student has met the conditions necessary for reinstatement. The Panel will be given access to all file materials from the original hearing, may require the student to make a personal appearance before the committee, and may solicit other information to reach a decision. The same general procedures employed in the original hearing will be followed with the same rights assured to the applicant for reinstatement.

## **2. Administrative Hearing**

In those instances where a student is charged with a violation of a College regulation which is considered "more serious" and elects to have the charges heard in an administrative hearing, the steps outlined above shall be followed with appropriate allowances for the difference in structure.

## **3. Modified Hearing Procedures for Alleged Violations of the Sexual Misconduct Policy**

The following special hearing procedures apply in cases of alleged sexual misconduct:

<sup>1</sup> Clear and convincing evidence does not require evidence that is beyond a reasonable doubt. Rather it is defined as that degree of proof which will produce a firm belief in the allegation sought to be established. Clear and convincing evidence thus is an intermediate standard requiring more than a preponderance of evidence, but less than the certainty required by evidence that is beyond a reasonable doubt. Clear and convincing evidence does not require that certainty.



1. If a case of alleged sexual misconduct is not resolved informally, both the accuser and the accused are each entitled to declare whether a hearing will be by judicial panel or administrative staff. Each will be consulted individually about the preferred type of hearing. If the accuser and the accused do not select the same type of hearing, the Vice President for Student affairs, or designee, will determine the type of hearing to be held. The administrator who makes this decision will not hear the case.
2. If an administrative hearing is selected, the hearing will be conducted by two members of the administrative staff, one male and one female, appointed by the Vice President for Student Affairs or designee.
3. The accuser may have present at the hearing a personal advisor of his/her choosing. The advisor will not participate in the hearing process and will be bound by the rules of confidentiality governing the hearing.
4. The accuser is permitted, but not required, to be present throughout the hearing. The accuser may present the case in whole or in part, in lieu of the college presenter. The accuser and college presenter may not ask repetitive questions of any witness. Upon prior consultation, either the accuser or the presenter may make summary comments in the hearing.
5. The accuser and the accused have a right not to have his or her unrelated past sexual history discussed in the hearing. The hearing officers or chair of the judicial panel will make the determination.
6. The accuser will receive written notification of the outcome of a judicial proceeding and any penalty imposed.

**4. Special Procedures for Complaints Received After the Last Day of a Semester or During the Summer Session**

When a student or organization is charged with a violation of College regulations after the last day of classes in a semester or during the summer session and the individual or organization requests a hearing by committee but the regular judicial body is unable to meet, one of the following options may be selected by the student or organization:

1. The case may be heard by a special three-member panel consisting of members of the faculty, the Student Affairs staff, and the student body (if practical). This special committee will be appointed by the Dean of Students, and the customary hearing procedures will be observed. Other than administrative review, this is the only option available to a student completing degree requirements in the term in which the charge originates.
2. The case may be deferred until the beginning of the following semester provided that such a deferral, in the opinion of the Dean of Students, or his or her designee, would not preclude a fair hearing due to the loss of evidence or unavailability of witnesses. A hold may be placed on the records of a student whose case is deferred pending the resolution of the matter.

When a student is alleged to have violated College regulations after the last day of classes in a semester, including during Commencement, and he or she is scheduled to graduate, the College may hold the degree of the accused student pending the resolution of the matter.

### **III. GENERAL PRINCIPLES**

- A. If a student fails to make an appointment with the administrator investigating a complaint within three days after being properly notified, fails to appear for an appointment, or otherwise fails to respond to a written direction to appear after being properly notified, a charge of Failure to Comply with directions of a College official may be brought, and/or a hold may be placed on the student's records.

Proper notification will consist of a written notice to the student delivered through campus mail or U.S. mail to an address in the Registrar's records or delivered personally by the College staff. "College staff" includes, but is not limited to, Head Residents and Resident Assistants. In general, correspondence will be sent to the student's local or campus address when classes are in session and to the student's permanent address when classes are not in session.

- B.** Students are responsible for maintaining current local, campus, and permanent addresses with the College Registrar and, in the case of undergraduates, for regularly checking their campus station unit box for mail. Mail sent to an address in the Registrar's records or to a campus box shall constitute proper notification. Failure to respond as directed in a letter sent to an address in the Registrar's records or to a campus box may result in a hold being placed on a student's records.
- C.** If an accused student refuses to appear or otherwise to make him/herself available for a hearing without demonstrating justification for postponement (as determined by the chair of the scheduled committee or the administrator handling the case) after having received proper notice of the date, time, and place of the hearing, the student will be deemed to have waived the right to appear, and the hearing will be held as scheduled. Absence of the student in such circumstances will not constitute sufficient grounds for an appeal.
- D.** Students involved in disciplinary proceedings as accused students or witnesses are expected to cooperate and to be honest and complete in their answers. Failure to do so may be considered a violation of College regulations and/or of the Honor Code, although a student may choose not to answer a question that may incriminate him or her, and if so, must so state.
- E.** A student who withdraws from the College after notification, either orally or in writing, that a disciplinary complaint is under investigation will be notified that a hold may be placed on his or her record, and a student who withdraws from the College after notification, either orally or in writing, that disciplinary charges are pending will be notified that his or her transcript will carry the notation, "Withdrew While Disciplinary Charges Pending." Before such a notation is placed on the transcript, the student will be given an opportunity to meet with the Dean of Students to discuss this action. The notation on the transcript will be deleted if the case is resolved. Readmission to the College will normally be prohibited unless the charge(s) has been resolved.
- F.** The technical rules of evidence do not apply in College judicial proceedings. For example, information which is not from a first-hand source may be considered in the course of a hearing if the chair of the hearing body or administrator handling the case determines that the information is appropriate, although a finding will in no case be premised solely on such information.

Because the College considers the evidence, findings, and penalty confidential in disciplinary matters relating to individuals (but imposes no such restriction on the accused student), the hearing is normally closed. Upon the request of the accused student at least two working days in advance, and when approved by the committee or administrator hearing the case and by the Vice President for Student Affairs, an open hearing may be held. In the event, however, that the presence of others





interferes with the orderly conduct of the hearing, the chair of the committee or the administrator handling the case may decide to close the hearing.

- G. Except in the instance of an oral warning, the student will be notified in writing of the decision in his/her case and the findings on which it was based. If the decision imposes some separation, the student will be entitled to attend classes and participate in other College functions until he/she is so informed, unless the committee or administrator hearing the case (with concurrence of the Dean of Students) determines that the continued presence of the student constitutes a risk to the educational process, to the student him/herself, or to the safety of others.
- H. In cases where more than one student is charged with misconduct for the same incident, the appropriate administrator or committee may hold a single hearing on the matter, but findings must be determined for each individual student charged in the incident.
- I. When a student is accused of more than one charge of misconduct, the allegations may be adjudicated at one time if they stem from the same incident or if they are based on a pattern of behavior close enough in time or related sufficiently by their nature to be reasonably resolved in a single proceeding. Questions about the use of a single proceeding to resolve multiple charges will be decided by the Vice President for Student Affairs.
- J. A student should not be charged with two offenses for the same conduct unless the student's conduct violates two clearly distinguishable provisions in the Code of Conduct.
- K. Administrative officers or committee members may disqualify themselves when unable to function fairly and objectively under these procedures. Similarly, an accused student or an accuser may request that an administrator or committee member be disqualified for bias. Any such request must be timely, in writing, and set forth the factual basis for the request. The Vice President for Student Affairs will decide whether an administrator should be disqualified. The chair of a committee whose member is challenged will decide such challenges unless the member challenged is the chair. In such instances, the decision on disqualification will be decided by majority vote of the committee membership.
- L. A student found responsible for a violation of College regulations or an accuser who elects to pursue a complainant appeal may have access during normal working hours to the materials, or copies thereof, in his or her case file. The student may have legal counsel or one other clearly identified advisor present. The Dean of Students may establish reasonable rules concerning such access to ensure that the record remains complete and accurate and that all applicable laws are obeyed. A student found responsible for violating College regulations may request a copy of the available tape recording of the hearing or other materials from the case file, and these will be provided upon receipt by the College of reimbursement for the cost of duplication. If the copying of such material would violate another person's confidentiality, written permission for release is generally required from the affected party or parties as a condition of duplication. These parties include, but are not limited to, accusers and material witnesses who appeared in the hearing.
- M. Should an incident result in an allegation that a student has violated both the Honor Code and the College's general rules of conduct, the Vice President for Student Affairs will decide whether the allegation will be heard within the Judicial System or by the Honor Council. The system selected by the Vice President will be empowered to review all the charges and reach a final disposition. There will be no simultaneous or subsequent exploration of the same charges by either body individually.
- N. The student charged with misconduct may elect to be represented by a student of his or her choosing, including a student selected from a pool of "student counsel" trained for that purpose. The student may also elect to have legal counsel or some other person present at the hearing to provide advice. Legal counsel may advise the accused student but may not participate in the proceedings unless the chair of the judicial body or administrator hearing the matter determines, when requested by the student, that the "interests of justice" require participation by legal counsel.

Legal counsel shall participate only to the extent authorized and necessary. No student shall be required to have student or legal counsel or an advisor. An advisor may not serve as a witness. The proceedings shall not in any case be governed by rules of courtroom procedure. In the event a student decides to have legal counsel present during the judicial process, the College reserves the right to have its own legal counsel or advisor present.

- O. A student who fails to fully comply with the terms of a penalty may be charged with Failure to Comply, and/ or a hold may be placed on the student's records pending compliance.

#### IV. APPEALS OF JUDICIAL ACTIONS

A student found responsible for a judicial violation who wishes to appeal a judicial action must do so within five calendar days following written notification of the decision. The right of appeal is reserved to the student found responsible for a judicial violation, except in disciplinary cases involving "crimes of violence," as currently defined in the U.S. Code. An appeal must be in writing and must clearly cite the grounds for the appeal and the evidence supporting it. The individual or an appointed panel of Appeals Committee members reviewing the appeal will normally decide the appeal within five days of its receipt. The Vice President for Student Affairs, or designee, may for good cause extend any of the time limits for appeal.

The individual or committee hearing an appeal will have access to the full record of the case and may invite the appealing party to make a personal appearance to discuss the appeal. In such instances, the administrator who adjudicated the case or the chair of the judicial committee whose decision is being appealed may also be invited to be present to respond to the appeal. Written notification of the decision regarding the appeal, including the reasons for the decision, will be provided to the student and the administrator or board as appropriate. A copy of the appeal findings and all correspondence will be made a part of the case file in the Office of the Dean of Students. If the penalty being appealed includes a form of separation from the College, the accused may not take part in any College function except scheduled classes while the appeal is pending without the written permission of the Vice President for Student Affairs. In those cases where the committee or administrator (with the concurrence of the Vice President for Student Affairs) determines that the continued presence of the student constitutes a risk to the educational process, to him/herself, or to the safety of others, class attendance may also be prohibited.

Grounds for appeal by the accused are limited to the following:

- Procedural irregularity severe enough to have denied the student a fair hearing. Procedural deviations will not be sufficient to sustain an appeal unless they are found to be severe enough to have denied the student a fair hearing.
- Discrimination in the hearing, on the basis of race, gender, age, sexual orientation, religion, handicap, or national origin, which causes an unfair hearing.
- Lack of clear and convincing evidence to support the decision.
- New material evidence, which is not merely corroborative or repetitive, unknown by the student at the time of the hearing and pertinent to the case.
- An excessive or inappropriate penalty.

In cases involving "crimes of violence," the complainant has the right to appeal the outcome of a judicial proceeding. The term "crime of violence" means (a) an offense that has as an element the use, attempted use, or threatened use of physical force against the person or property of another, or (b) any other offense that is a felony and that, by its nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense. A complainant must appeal in writing within the five calendar day time limit, based on one or more of the four grounds identified below.

Grounds for complainant appeal are limited to the following:

- New material evidence, which is not merely corroborative or repetitive, unknown to the alleged victim at the time of the hearing and pertinent to the case.



- Discrimination in the hearing, on the basis of race, gender, age, sexual orientation, religion, handicap, or national origin, which causes an unfair hearing.
- Procedural or technical irregularity severe enough to have caused an unfair hearing. Procedural or technical deviations will not be sufficient to sustain an appeal unless they are found to be severe enough to have denied the student a fair hearing.
- A penalty which is too lenient or inappropriate.

Complainant appeal decisions are made by an appointed panel of Appeals Committee members utilizing the same procedures prescribed for a judicial appeal. In those cases where a complainant appeal is declared to have merit by the appointed panel of Appeals Committee members, the results of the first hearing will be void and a new hearing will be held, using the method of adjudication originally selected. A decision of no merit in a complainant appeal is a final action.

Appeals of Student Hearing Board decisions or administrative decisions in cases of a similar level of seriousness are considered by the Dean of Students or designee. The Dean may decide that 1) there is no basis for appeal, 2) that an incorrect finding was reached, and/or 3) that the penalty administered is unfair or inappropriate and determine a penalty fair to the facts of the case. The Dean is not empowered to increase the level of the penalty.

Appeals of Judicial Panel decisions and administrative decisions in cases of a similar seriousness will be reviewed by an appointed panel of Appeals Committee members. The Appeals Committee consists of twenty-one members: four administrators (not members of the Student Affairs Division), four faculty members appointed annually by the Provost, and thirteen students (three undergraduates and two graduate students from each of the five graduate schools) elected annually by the Student Assembly. Should temporary Appeals Committee members be required, the Vice President for Student Affairs is empowered to make the necessary appointment(s).

When an appeal of a Judicial Panel decision or administrative decision in a case of similar seriousness is filed, the Vice President for Student Affairs will appoint from the Appeals Committee one administrator, one faculty member and two students (from the academic unit of the Honor Council which heard the case) to hear the appeal on its merits, and will designate one of the four as chair for the review. A fifth Appeals Committee member will be designated as recorder who may not vote or participate in any way in the hearing or deliberations other than as record-keeper. The panel is empowered to determine either 1) that the appeal is without merit or 2) that the finding is incorrect, or 3) that the penalty should be reviewed. If the panel decides that a decision should be reviewed, the Provost or designee is responsible for making that review. The Provost or designee may reverse the finding, may order a rehearing before a new panel, or modify the penalty to be fair to the facts of the case. The Provost is not empowered to increase the level of the penalty. A decision of no merit in an appeal by the accused is a final action.

## V. PENALTIES

The following penalties may be assessed individually or in combination with other penalties:

- *Warning* – An oral or written notification confirming that a violation of College regulations has occurred and that future violations may result in a more severe penalty. No student may receive more than two warnings in an academic year without more serious action being taken.
- *Task/service participation* – Requiring a student to participate in assigned tasks which are appropriate to the regulation violated or the behavior displayed.
- *Restitution* – Requiring a student to reimburse the College, appropriate individual or vendor for damage, personal injury, or misappropriation.
- *Loss or restriction of privileges* – Limitation or removal of social or personal privileges including, but not limited to, loss or restriction of computer privi-

leges, entertainment of guests in the private areas of a residence hall, participation in social activities sponsored by the College or a residence hall, and/or the right to operate an automobile on campus, provided the penalty is consistent with the offense committed. In addition, a student's current or subsequent year's Housing Agreement may be terminated or special conditions attached to it, or the student may suffer a reduction in priority of a specified number of places in the room selection process of a subsequent year if such a penalty is appropriate.

- *Probation* – Continued enrollment but under stated conditions. Probation constitutes a warning that further misconduct or violation of College regulations during the period of probation will be referred to the appropriate committee or administrative officer and may result in the student's separation from the College.
- *Probation with loss of privileges* – Continued enrollment but exclusion from participation in any College, fraternal, and/or other student extracurricular or social activity for a specified period of time. Such probation also constitutes a warning that further misconduct or violation of College regulations during the period of probation will be referred to the appropriate committee or administrative officer and may result in the student's separation from the College.
- *Suspension\** – An involuntary separation from the College for a period determined by the appropriate committee or administrative officer during which time the student must leave the campus and is not eligible to participate in classes or any College-sponsored or College-related activities. The student is not permitted to return to the campus without prior written consent from the Dean of Students. At the end of the period of suspension, the student is automatically eligible for readmission provided there is no other encumbrance upon his/her return. The penalty of suspension is noted on the student's transcript but is removed once the period of suspension has been completed.
- *Contingent Dismissal\** – An involuntary separation from the College during which time the student must leave the campus and is not eligible to participate in classes or any College-sponsored or College-related activities, with a date determined by a committee or administrative officer when the student may petition for reinstatement. In such instances, the student must first satisfy the committee or administrative officer by his/her conduct and record that he/she is in fact entitled to reinstatement. During the period of separation, the student is not permitted on campus without prior written consent from the Dean of Students. The penalty of contingent dismissal is noted on the student's transcript but is removed if the student is reinstated to good standing at the College.
- *Permanent dismissal\** – Involuntary separation of the student from the College without future readmission. The student must leave the campus and is not eligible to participate in classes or any College-sponsored or College-related activities. The penalty of dismissal is permanently noted on the student's transcript.
- *Interim suspension\** – The President has empowered the Vice President for Student Affairs to suspend a student in extraordinary circumstances pending a full hearing before the appropriate judicial body or administrator. Such action is authorized when it is necessary to preserve the educational process or the health or safety of the student or of other members of the College community. In such instances, the student will be afforded an opportunity to confer informally with the Vice President for Student Affairs and an opportunity to show why his/her continued presence does not pose a threat sufficient to impose the suspension. A full hearing will be scheduled for the student within ten working days or as soon as the student's condition permits. When the sanction of interim suspension is imposed, the student must leave the campus immediately and may not participate in academic, extracurricular, or other activities of the College except as may be authorized by the Vice President for Student Affairs or designee. During the period of interim suspension, a student is not permitted



on the campus without prior written consent from the Vice President for Student Affairs. See also "Medical and Emotional Emergencies," page 90.

\*These penalties may be administered even though the student has not previously been placed on probation or otherwise disciplined.

## VI. RECORDS OF ACTIONS TAKEN

When a student is found not responsible for a charge and all opportunity for appeal has been exhausted, all statements of charges not related to other pending complaints or charges will be destroyed after 2 weeks, and there shall be no reference to these proceedings in the student's official educational records.

Penalties involving any interruption of a student's registration at the College are posted on the student's transcript while the student is ineligible to enroll. Information concerning such penalties is permanently maintained even though the notation placed on the student's transcript is removed once the student becomes eligible to re-enroll.

Records of cases when the penalty is less than separation from the College will be retained until the student graduates from William and Mary. Senior students may petition for the removal of oral warnings more than 12 months old. All information concerning penalties less than suspension is removed from the record following graduation.

## VII. SPECIAL REGULATIONS FOR RECOGNIZED STUDENT ACTIVITIES AND ORGANIZATIONS

As a condition of recognition by the College, all student organizations must abide by the rules and regulations of the College as well as by the terms of contracts and agreements into which they enter with the university. Recognized organizations and sponsored activities are subject to the same rules and regulations as individual students and may be held accountable for their actions even though the university pursues charges of misconduct for the same incident against individual members of the group. An organization will be deemed culpable for its conduct when it can be demonstrated that 1) the activity involved such a significant number of members of the organization that a reasonable person would conclude that the activity was clearly a function of the organization, and/or 2) the organization, either in whole or in part, planned and/or implemented and/or condoned the action from which the complaint arises, and/or 3) the organization knew or should have known about the activity and failed to act responsibly in preventing it. The university also reserves the right to hold an organization responsible for violations of College regulations which occur on or adjacent to property or facilities assigned to the organization for its use.

In the case of alleged misconduct by a recognized organization, the organization shall have the right to resolve a matter informally with an administrator or to have a hearing with a Student Affairs administrator designated by the Vice President for Student Affairs or with the Judicial Panel. The same general procedures that apply to individual misconduct will be followed.

Penalties for organizations found to be in violation of College regulations include:

- A. *Warning*—Written or oral notification confirming that a violation of College regulations has occurred. Warning is a caution that repetition of the behavior or other misconduct may result in a more severe penalty. An organization may not receive more than two warnings in an academic year without more serious action being taken.
- B. *Loss or restriction of privileges* – Limitation or removal of social privileges including, but not limited to, the opportunity to schedule social functions, to use College facilities or vehicles, or to post notices. In addition, consistent with the provision of written agreements (should such exist), an organization's assignment to space may be canceled and/or other privileges removed.

- C. *Restitution* – Requiring an organization to reimburse the College, appropriate individual(s), or vendor(s) for damage or misappropriation.
- D. *Task participation* – Requiring the members of an organization to participate in assigned tasks or service projects appropriate to the regulation(s) violated.
- E. *Probation* – Continued recognition and operation of the organization but with a warning that further misconduct during the period of probation or a violation of the terms of the probation may result in the organization's loss of institutional recognition. Stated conditions may be attached as terms of continuance during the period of probation.
- F. *Probation with loss of privileges* – Continued recognition of the organization but with loss of the right to sponsor or participate in all extracurricular and/or social activities for a stated period of time. The organization is cautioned that further misconduct during the period of probation or a violation of the terms of the probation may result in a loss of recognition.
- G. *Suspension* – Institutional recognition is removed for a stated period of time. During the period of suspension, the organization will be denied the use of all College facilities and resources, and may not in any way participate in or sponsor any extracurricular or social activity on campus. At the end of the prescribed period of time, the organization will be allowed to re-form subject to any condition(s) set forth at the time of suspension.
- H. *Termination* – Institutional recognition is removed. The organization is denied all of the privileges associated with university recognition including, but not limited to, the right to reserve space in College facilities or to use other College property or resources, the right to receive student activity fee or other funding from university sources and the right to participate in or sponsor extracurricular or social activities on campus.

Appeals

See page 111.





*This document does not, and shall not be interpreted to limit the authority of the President of the College.*

## Section 1: BACKGROUND

Among the most significant traditions of the College of William and Mary in Virginia is the student-administered honor system. The essence of the honor system is individual responsibility in all matters relating to a student's honor. The evolution of the honor system is best understood in the context of the history of the College itself. The College originally combined the higher school with a grammar school and served almost exclusively the sons of gentlemen of the planter aristocracy, who took special pride in their reputation as men of honor. The students formed a small, closely-knit group, at times numbering fewer than one hundred, and a violation of the College code of discipline was punished by ostracism.

From its earliest days, the College demonstrated a strong interest in the character of its students. In 1736, the College Statutes stated that "special care must be taken of their morals, that none of the Scholars presume to tell a Lie ... or do any Thing else that is contrary to good Manners." The faculty resolved in 1784 that every student should, upon matriculation, pledge to observe all College regulations, "particularly such as require that kind of conduct ... conducive to the Honor & Prosperity of the University."

In 1788, the Board of Visitors declared that "whereas those, who are generally admitted into the higher schools, are from their years entitled to a certain degree of confidence in their discretion ... the ordinary strictness of schools may with respect to them be in some measure relaxed."

Nathaniel Beverley Tucker, a Professor of Law, in a 1834 address to students, stated: "It has been the study of its professors to cultivate at the same time the intellect, the principles and the deportment of the student, laboring with equal diligence to infuse the spirit of the scholar and the spirit of the gentleman. He comes to us a gentleman. As such we receive and treat him, and resolutely refuse to know him in any other character. ... His Honor is the only witness to which we appeal."

Because a gentlemen's code of honor characterized early life and conduct at the College, the exact date by which a formal honor system had developed is unknown, although it certainly had emerged by 1779, the year often claimed for the honor system's official establishment, when the College was reorganized under Thomas Jefferson's leadership.

In the last two centuries, the College has grown in size and complexity and the student body is no longer the homogeneous group of young men that characterized the early years of the College. Today, William and Mary is a coeducational university serving thousands of students, undergraduate and graduate, from all parts of the United States and from foreign countries.

In modern times, honor has become a more relative value. It means different things to different people. Although an implicit "gentlemen's code of conduct" existed among a small number of students at the College two centuries ago, the system of honor inherited from the College's earliest days has been transformed into a written Honor Code. The Honor Code today informs all students, regardless of academic status, of the level of honor expected and seeks to promote a university-wide community of trust among scholars.

Like its predecessors, the modern Honor Code still presumes that a student is honorable unless proven otherwise. The Honor Code outlines the conduct that cannot be tolerated within a community of trust. Prohibited conduct is limited to three specific areas—lying, cheating, and stealing. This restricted definition enables the historical essence of honor to be applied in a practical manner within diverse groups.

## Section 1.1 Statement of Purpose

Whereas the present Honor Code is of relatively recent origin, the spirit and essence of the Honor System have treaded the years undisturbed and, guarded jealously, have remained intact. It is the responsibility of all students to preserve and maintain this important tradition at the College by adhering to and enforcing the code.

The honor system is based upon the premise that a person's honor is his or her most cherished attribute. In a community devoted to learning, a foundation of honor among individuals must exist if that community is to thrive with respect and harmony among its members. An Honor System is the ideal mechanism to ensure such a state of affairs. With it the community is afforded a freedom that otherwise would not be available. With this freedom comes each individual's responsibility to conduct himself or herself in such a way that the spirit of mutual trust which sustains the system is not compromised.

Under the Honor Code of the College of William & Mary, it is expected that all students will demonstrate honesty and integrity in their conduct. Acts of intentional lying, cheating, and stealing are deemed reprehensible and cannot be tolerated. A person who has violated the Honor Code must be sanctioned for compromising the community of trust and honor.

Each member of the College community is responsible for upholding and enforcing the Honor Code. The System cannot function unless each member of the College community takes action when he or she believes that any person may have violated the Honor code. The Code is not to be used, however, as a tool of harassment.

Honor and integrity are fundamental attributes of our community. We are privileged to live with an honor system, created and administered by students, because it inspires us to achieve our maximum potential without interference from others. Dishonest conduct violates the trust that exists at the college. Therefore, it is imperative that we accept no compromise and allow no action by any student to weaken the community of trust.

## Section 1.2 Agreement of Students

The Honor Code is an agreement among all students, taking classes at the school (or participating in the educational programs of the College, e.g. study abroad or internship activities), not to lie, cheat, or steal. This agreement is made effective upon matriculation at the College and continues throughout a student's enrollment even though that enrollment may not be continuous.

## Section 2: INFRACTIONS

Infractions of the Honor Code include (1) lying, (2) cheating, and (3) stealing, under the circumstances described below. Students at the College are responsible for learning the Honor Code and ignorance of its provisions is no excuse for a violation thereof.

1. Lying is the expression of a material untruth made with the intent to mislead another or with reckless disregard for the truth of the matter asserted. Lying is a violation of the Honor Code when the material untruth is uttered or presented, verbally, electronically, or in writing, to another member of the College community (student, faculty or staff), to any person while on College property or at activities sponsored by the College or College-affiliated groups, or to any person when the student actively represents himself/herself as a student at the College. An untruth is material when it relates to or affects in a significant way, academic as well as non-academic activities of legitimate concern to the College community. Lying includes, but is not limited to, forgery or the use of false identifications, under the above-described circumstances.
2. Cheating is the act of wrongfully using or taking the ideas or work of another in order to gain an unfair advantage. It includes, but is not limited to: (1) the act of plagiarism; (2) the acts of giving unauthorized aid to another student or receiving unauthorized aid from another person on tests, quizzes, assignments or examinations; (3) the acts of using or consulting unauthorized materials or using unauthorized equipment or devices on tests, quizzes, assignments or examinations; (4) the acts of using any material portion of a paper or project to fulfill the requirements of more than one course unless the student has received prior permission to do so; or (5) the acts of intentionally commencing



work or failing to terminate work on any examination, test, quiz or assignment according to the time constraints imposed.

The term “assignment” includes any work, required or volunteered, and submitted to a faculty member for review and/or academic credit, or any work, required or volunteered, submitted for publication in a College-sponsored or other publication, or any work, required or volunteered, submitted for use in conjunction with a College-sponsored event or activity. All academic work undertaken by a student must be completed independently unless the faculty member or other responsible authority expressly authorizes collaboration with another.

Plagiarism occurs when a student, with intent to deceive or with reckless disregard for proper scholarly procedures, presents any information, ideas or phrasing of another as if they were his or her own and does not give appropriate credit to the original source. Proper scholarly procedures require that all quoted material be identified by quotation marks or indentation on the page, and the source of information and ideas, if from another, must be identified and be attributed to that source. Students are responsible for learning proper scholarly procedure. While any amount of improperly unattributed material may be sufficient to find plagiarism, a student may be presumed to have acted with intent to deceive or with reckless disregard for proper scholarly procedures when a significant amount of improperly unattributed material is presented as if it were the student’s own work. In the absence of direct proof of the accused’s intent, the hearing panel shall determine whether the amount of improperly unattributed material is so significant that intent may be presumed.

3. Stealing is the intentional taking or appropriating of the property of another without consent or permission and with the intent to keep or use the property without the owner’s or the rightful possessor’s permission. Although the prohibition against stealing includes property of whatever nature, it also covers theft of the academic work product of another.

### **Section 3: RIGHTS AND DUTIES**

#### **Section 3.1 Rights of the Accused**

1. A right to receive written notice of the nature and circumstances of the charge as soon as reasonably practicable after the Chief Justice has received the written accusation from the accuser. If the written accusation fails to fairly apprise the accused of the charge, he or she may request the Chief Justice to provide a more definite statement as to time, place, and any other relevant particulars of the charge.
2. A right to have another willing student, whether or not designated and trained as Student Counsel, act as his or her Student Counsel and to have that Student Counsel participate in the hearing on the Honor Code charge. In the interest of preserving a balanced system of adjudication, and in light of the student-run nature of the proceedings, the accused student may not be represented at the hearing by any counsel who is not a student in the accused’s school.
3. A right to have silent (non-participating) counsel, including legal counsel, present to observe the hearing.
4. A right to have a member of the Honor Council appointed as a procedural advisor. The procedural advisor shall not prepare the case of the accused but may serve as a source of information regarding investigation, hearing procedures, and precedent.
5. A right to waive any and all rights the accused possesses and the right to waive any and all time limitations specified in these procedures. Such waivers must be in writing.
6. A right to a fair and impartial Honor Council hearing panel of no less than six members. For good cause shown, including possible bias or interest in the proceeding, members of the Honor Council hearing panel shall be disqualified by the Chief Justice from serving. The accused shall be provided with the names

of the members of the hearing panel at least seventy-two hours prior to the hearing. If the accused wishes to have one or more members of the panel disqualified for bias or interest in the case, the accused must move for disqualification.

7. A right to have adequate time, at least seventy-two hours, to prepare for the hearing and a right to have a speedy resolution of the charge.
8. A right to inspect, examine, and make copies of all documentary evidence related to the case not less than seventy-two hours prior to the hearing.
9. A right, at least seventy-two hours prior to the hearing, to receive written notice of the date, time, and location of the hearing.
10. A right not to have honor proceedings scheduled or conducted in conflict with his/her religious practices.
11. A right to a separate hearing on each charge when multiple and unrelated charges have been filed.
12. A right to a separate hearing when two or more persons have been jointly charged with an Honor Code offense.
13. A right upon request to an open hearing.
14. A right to summon witnesses to appear on his/her behalf. The number of character witnesses, if any, may be limited by the presiding judge.
15. A right to request the sequestration of witnesses, including the accuser. In the event the accuser is sequestered as a witness, the accuser may observe the proceedings after giving testimony but shall not be present when the verdict is delivered.
16. A right to confront and cross-examine all witnesses.
17. A right to present evidence in his or her behalf, including evidence in mitigation of punishment.
18. A right to make an opening statement and closing argument.
19. A right to have the hearing recorded.
20. A right to be convicted only of the specific offense(s) charged, unless a different offense is clearly embraced within the original charge.
21. A right, in the event of acquittal, to have the recording of the proceedings and all documentary evidence destroyed after two weeks of the verdict, except when such evidence might be relevant to another pending charge.
22. A right to be presumed innocent and to be found guilty of an Honor Code offense only if evidence of his or her guilt is proven beyond a reasonable doubt.
23. A right, prior to notification of the verdict and sanction, to attend classes and to participate in any College function, provided, however, that until such time as all charges are resolved, the College reserves the right to withhold academic credit for any courses taken during the term in which the alleged offense occurred and/or to withhold the awarding of an academic degree.
24. When preparing his or her appeal, a right to have access to all evidence, including the recording of the proceedings, in the company of one or more honor council members.
25. In the event of a closed hearing, a right to have all matters relating to the charge, hearing, verdict, or appeal kept confidential by all parties with knowledge of the circumstances of the charge or the proceedings hereunder, except as limited by applicable law.
26. A right to be sanctioned only one time for the same offense.
27. A right to seek protection from threat, harassment or damage to self or property resulting from participation in the hearing.
1. To cooperate reasonably with the Honor Council during the investigation and hearing, including a duty to ensure a timely resolution of the charge.
2. To answer fully and honestly all relevant questions of the investigators, the



Honor Council hearing panel, and the accused's Student Counsel, unless the answers might, directly or indirectly, tend to incriminate the accused and the accused asserts his/her rights under the fifth Amendment to the U.S. Constitution.

**Section 3.3**  
**Rights and Duties**  
**of the Accuser**

1. A right and duty to testify fully and honestly.
2. A right to be present at the hearing, unless properly sequestered as a witness.
3. A right to seek protection from threat, harassment or damage to self or property resulting from participation in the hearing.
4. A duty to preserve the confidentiality of all matters relating to the alleged violation.

**Section 3.4**  
**Rights and Duties**  
**of Witnesses**

1. A right to seek protection from threat, harassment or damage to self or property resulting from participation in the hearing.
2. A duty to cooperate in the investigation and to appear before the Honor Council and answer all questions fully and truthfully, except when the answers to any questions would tend, directly or indirectly, to incriminate the witness and the witness asserts his/her rights under the Fifth Amendment to the U.S. Constitution. Lying during the investigation or the hearing is a violation of the Honor Code. Failure to cooperate or to answer questions, except under a valid claim of privilege, shall constitute a violation of the College's Code of Conduct.
3. A duty to maintain the confidentiality of the investigation and the hearing.

**Section 3.5**  
**Rights and Duties**  
**of the Council**

1. A right to seek protection from threat, harassment or damage to self or property resulting from participation in the hearing.
2. A right, in cases in which the accused student chooses to have legal counsel present, to allow its own counsel, including the College's legal counsel, to be present. The council also has the right to be informed of the accused's choice (regarding the present of counsel) at least forty-eight hours prior to the hearing.
3. A duty to maintain confidentiality.
4. A duty to treat every participant in the hearing fairly and equitably

**SECTION 4: ADMINISTRATION**

**Section 4.1**  
**Separate**  
**Jurisdictions**

Students administer the Honor Code through a Council of Chairs and a system of six Honor Councils constituted in each of the major academic units of the College: (1) the undergraduate student body, the graduate schools of (2) arts and sciences, (3) business, (4) education, (5) law, and (6) marine science. Students will be selected for the respective Honor Councils in the manner determined by the





student governing bodies of each unit: (1) the Undergraduate Honor Council, (2) the Student Bar Association in Arts and Sciences, (3) the M.B.A. Association, (4) the Graduate Students in Education Association, (5) the Student Bar Association in the Law School, and (6) the VIMS Graduate Student Association.

**Section 4.2**  
**Selection of Honor**  
**Council Members**

The student governing bodies of the respective academic units shall determine the manner of selecting their Honor Council members, procedures for removal of Honor Council members, and qualifications for membership on their Councils.

**Section 4.3:**  
**Jurisdiction**

When a student is accused of violating the Honor Code, the Honor Council for the academic unit in which the accused student is enrolled as a degree candidate shall hear and determine the case according to these procedures. An accused student who is not enrolled as a degree candidate in any specific academic unit shall be subject to the jurisdiction of the undergraduate Honor Council. An accused student enrolled as a joint degree candidate, shall be subject to the jurisdiction of the Honor Council in which the accuser is enrolled, if the accuser and accused are enrolled in the same academic unit. If the accused joint degree student and the accuser are not enrolled in the same academic unit, the accused student enrolled as a joint degree candidate may elect to be tried before the Honor Council of either of the academic programs in which he or she is enrolled.

**Section 4.4**  
**Council of Chairs**

A separate Council of Chairs, consisting of the Chief Justice of each of the six Honor Councils, will be responsible for the oversight and management of the Honor System. The Council of Chairs will monitor the work of the various Councils to ensure that they function as a unified system. Among its specific duties, the Council of Chairs, in conjunction with the Office of the Dean of Students, will educate the student bodies regarding Honor Code standards and procedures, will coordinate the training of Honor Council members, investigators and Student Counsel, and will be responsible for ensuring that each student, upon matriculation at the College, executes a pledge to abide by and uphold the honor system.

**SECTION 5: POLICIES AND PROCEDURES FOR CODE ENFORCEMENT**

**Section 5.1**  
**Preliminary Matters**

Each of the six Honor Councils may develop and implement procedural rules supplementing the administration of this Code. Such rules and procedures must be consistent with the other provisions of this Code as well as the Constitutions of their respective student governing bodies, and, therefore must be submitted to the Council of Chairs for approval.

In addition to specific procedures, each school may adopt non-binding commentary to explain portions of the code. Such commentary should be developed in accordance with procedures determined by each school's student governing body. This commentary must also be submitted to the Council of Chairs for approval as consistent with this Code.

**Section 5. 2**  
**Reporting**  
**A Breach Of Honor**

The basis of an honor system is each student's acceptance of the responsibility to act honorably and to uphold this code of honorable conduct. Students must also reject dishonorable conduct in others. Accordingly, if an honor system is to be effective, students and all College community members must report suspected violations of the Honor Code by students.

When any member of the College community believes in good faith that an Honor Code violation may have occurred, he or she shall act in accordance with the following procedures: (1) make a good faith and diligent attempt personally to confront the student involved, inform the student of the nature of the alleged violation, and request an explanation; (2) if the explanation is satisfactory, forget the matter; (3) if the explanation is unsatisfactory or if no explanation is received, personally accuse the student of a violation of the Honor Code and offer that student the option of, within twenty-four hours, withdrawing from the College or reporting himself or herself to the Chief Justice of the Honor Council with jurisdiction over the matter (4) twenty-four hours after the personal accusation, whether the accused student has reported to the Honor Council or withdrawn from the College, notify the Chief Justice and reduce the charge to writing and submit the written charge to the Chief Justice of the Honor Council with jurisdiction over the



matter; (5) following an unsuccessful, good faith and diligent effort personally to confront the accused, promptly notify the Chief Justice of the accusation, and, within twenty-four hours, deliver a written accusation of the alleged honor violation to the Chief Justice of the Honor Council with jurisdiction over the accused student. The respective Honor Councils have no jurisdiction over alleged Honor Code violations until a personal accusation or a good faith and diligent attempt to make a personal accusation has been made, and a written charge has been filed with the Chief Justice in accordance with these procedures.

If an accused student chooses to resign from the College, the Office of the Dean of Students shall direct that the student's official records, including his or her transcript, shall carry the designation, "Resigned under suspicion of violation of the Honor Code." The student may meet with the Vice President for Student Affairs to discuss the issue. If the accused reports to the Chief Justice within twenty-four hours, the Chief Justice shall, upon receipt of the accuser's written accusation, immediately provide to the accused the following information: (1) a copy of the written accusation, (2) a copy of the Honor Code, (3) a list of all students trained as Student Counsel who may, if selected by the accused, serve as the accused's Student Counsel, and an explanation that the accused is free to select any student as his or her Student Counsel. The Chief Justice shall then commence an investigation in accordance with these procedures. The accused's decision to report himself or herself to the Chief Justice, rather than resign from the College, does not infer guilt. Rather, by reporting to the Chief Justice, the accused demonstrates his or her willingness to cooperate with the honor system.

If an accused student fails to resign and fails to report to the Chief Justice within twenty-four hours following a personal accusation, the Chief Justice shall proceed with the investigation in accordance with these procedures and shall attempt to contact the accused and provide the accused with the information previously described.

The respective Chief Justices shall immediately report all allegations of suspected Honor Code violations to the Office of the Dean of Students.

Before commencing an investigation, the Council must first determine whether the asserted conduct falls within the jurisdiction of the Honor Code.

Any alleged violations determined to be trivial shall be dismissed. A "trivial" violation of the Honor Code is one with no possible consequence to a matter of legitimate concern of the academic community, or one with no tendency to undermine trust within the community.

Any honor violation alleged to have been committed more than 4 months before confrontation of the accused shall be dismissed unless (1) good cause for the delay

### Section 5.3 Determining Jurisdiction



has been shown and (2) it is still feasible to hold a fair trial. This shall be determined at the same time as triviality.

In the event the conduct which gives rise to the Honor Code charge is also alleged to violate the College's code of conduct, only one proceeding shall occur. The Vice President for Student Affairs will determine in which forum, the Judicial System or the Honor System, the charges would be most appropriately adjudicated. The decision of the Vice President for Student Affairs shall be final and may not be appealed.

#### **Section 5.4 Investigations Of Al- leged Honor Code Vio- lations**

Upon receipt of (1) a timely written accusation of violation of the Honor Code following a proper personal accusation or (2) a diligent, good faith effort to make a personal accusation, the Chief Justice shall appoint an investigating committee of at least 2 people from among the membership of the Honor Council with jurisdiction over the matter. The investigators shall (1) collect, preserve, and present evidence, and (2) prepare a written report detailing all facts and evidence discovered in the investigation. In the event sufficient numbers of Honor Council members are unavailable to serve as investigators, the Chief Justice may appoint one or more members from the general student body of the academic unit having jurisdiction.

The investigators shall meet with the accused, the accuser, and all material witnesses. They shall seek to gather all relevant evidence and shall prepare a written report detailing all facts and evidence discovered during their investigation. The written report shall not contain their opinions on ultimate issues of guilt or innocence, or of witness credibility or reliability of evidence. Both the accused and the accuser shall have the option of submitting a written statement to be included in the investigators' report.

The investigation and written report shall be completed within seven days of the Chief Justice's receipt of the written accusation. If the investigators are unable to complete the investigation and report within this seven day period, they may request a reasonable extension from the Chief Justice. If such an extension is granted, the Chief Justice shall promptly inform all concerned parties of the new deadline for completion of the investigation.

#### **Section 5.5 Sufficient Evidence Hearing**

Upon completion of the investigation and written report, the council shall convene a three person panel to determine whether there is sufficient evidence to proceed with a hearing. If the panel determines that there is insufficient evidence, the charge will be dismissed and no further proceedings will occur. If at least two-thirds of the members of the panel determine that sufficient evidence exists, the matter will proceed to a hearing before the Honor Council.

The Chief Justice shall then provide the accused with a brief written statement of the Panel's determination and a copy of the Investigators' written report detailing the facts and evidence gathered to this point.

The decision of the Panel on whether there is sufficient evidence to proceed with a hearing is final and no appeal may be taken.

#### **Section 5.6 Hearings On Honor Code Offenses**

As soon as possible following the sufficient evidence determination, the Chief Justice shall meet with the accused and his or her Student Counsel, if the accused has chosen one, and, if not previously provided, shall provide the following: (1) a copy of this Honor Code; (2) a copy of the written accusation; (3) written notice of the date, time and location of the hearing; and (4) copies of all documentary evidence and a written summary of the substance of non-documentary evidence gathered by the investigating committee; and (5) an explanation of the standards and procedures that will be followed at the hearing.

Hearings on allegations of Honor Code offenses shall be held as soon as reasonably possible, but in no event less than seventy-two hours before or more than two weeks after the determination of sufficient evidence, unless the Chief Justice extends the time for good cause. Hearings shall not be conducted in conflict with the religious practices of the accused or the other parties involved in the process and shall, to the extent feasible, be scheduled to accommodate the schedules of the accused, the accuser and other material witnesses.



Hearings shall be conducted in a fair and equitable manner so as to provide fundamental fairness to the accused and all other interested parties, including the accuser. Formal rules of evidence shall not apply in Honor Code proceedings. Relevant hearsay evidence with adequate indications of reliability may be considered. Relevant documentary and tangible evidence may be considered if adequately authenticated with indications of reliability.

Hearings shall be conducted before a panel of six Honor Council justices, appointed by the Chief Justice of the Honor Council with jurisdiction over the matter. All six members of the panel shall be selected from the membership of the Honor Council having jurisdiction. The Chief Justice shall, where possible, serve as the presiding judge, and shall rule on all procedural and evidentiary issues incident to the hearing. If, due to bias or other conflict, the Chief Justice is unable to serve as presiding judge, the Chief Justice shall appoint a member of the Honor Council, who is not one of the six justices on the hearing panel, to serve as presiding judge. The Chief Justice shall appoint one member of the panel as secretary, who shall keep an accurate record of the proceedings for purposes of deliberations on the verdict and/or sentence, and for student appeals if the tape recording is incomplete. If sufficient numbers of Honor Council members are unavailable in a particular case, the Chief Justice may appoint one or more students from the general student body of that academic unit. The Chief Justice shall make reasonable efforts to summon the attendance of material witnesses for and against the accused. No Honor Council member who has served on the investigating or Sufficient Evidence Panel may be appointed to the hearing panel.

Honor Code hearings shall be closed to the public, unless the accused asserts his or her right to an open hearing. In the event the accused does not request an open hearing, the only persons present at the hearing shall be the members of the Honor Council involved in the hearing, the accused, the accused's counsel as allowed by the other provisions of this code, one advisor or observer chosen by the accused, and witnesses.

If, after having received adequate notice of the date, time and location of the hearing, the accused student refuses to appear or otherwise makes him or herself unavailable for trial without demonstrating to the Chief Justice good cause for postponement, the accused shall have waived his/her right to appear. Under such circumstances, the Honor Council may hold the trial in the absence of the accused, and his or her absence shall not constitute grounds for appeal of the hearing panel's verdict and recommended sanction. The Chief Justice shall appoint one member of the Honor Council with jurisdiction, not including any member serving as an investigator or sufficient evidence panel-member, to represent the interests of the accused if it becomes necessary to hold a hearing in the absence of the accused.

### **Section 5.7 Conduct of the Hearing**

1. The presiding judge shall remind all participants that the proceedings are confidential, unless the accused has requested an open hearing;
2. The presiding judge shall ascertain that the proceedings are being recorded;
3. The presiding judge shall read the written charge and instruct the other hearing panel members that the accused is presumed to be innocent and must be found "not guilty" unless his or her guilt is established beyond a reasonable doubt.
4. The presiding judge shall admonish all witnesses that they are bound to testify fully and truthfully, and shall secure from each witness an affirmation that he or she will so testify;
5. The Investigators shall be permitted to present the evidence.
6. The accused and/or his or her Student Counsel shall be permitted to present their case.
7. Upon completion of presentation of evidence, the presiding judge shall instruct the six hearing panel members as to the relevant code section(s) and shall remind the panel that the accused is to be found "not-guilty" unless five of the six panel members determine that the accused is guilty beyond a reasonable doubt. The presiding judge shall explain to the hearing panel that reasonable

doubt is doubt which an ordinary student might entertain, not imagined doubt or doubt which a student might create in order to avoid the unpleasant duty of finding guilt. The hearing panel shall then promptly convene in private to determine the guilt or innocence of the accused. The presiding judge shall not be present for, or in any way participate in, the panel's deliberations. No recording or record of the panel's deliberations may be made. The accused shall be found "not guilty" of the charge unless at least five of the six members of the hearing panel find that the accused's guilt of the charge is supported beyond a reasonable doubt. When the panel has made its determination, the presiding judge shall immediately inform the accused of the verdict.

8. If the accused is found "guilty" of the charge, the hearing panel shall reconvene to determine the appropriate recommended sanction. The sanction hearing shall be held as soon as possible following a determination of guilt. Ordinarily, the sanction hearing shall be held within forty-eight hours of the determination of guilt. With the permission of the accused, the hearing may be postponed by the presiding judge in the interest of fairness. In no case, however, shall the sanction hearing be postponed more than seven (7) days after the date of the determination of guilt.
9. A separate sanction hearing is provided to allow the accused to argue without equivocation, if he or she desires, for no sanction or for mitigation. The sanction hearing is not intended to be a forum for the reassessment of the guilt or innocence of the accused. The sanction hearing is to be used solely as a means to determine the appropriate sanction, if any. The presiding judge should limit the introduction of evidence relating to guilt or innocence, unless introduced to show state of mind or some other legitimate purpose related to sanction.
10. After all evidence has been presented, the panel shall convene in private to deliberate over the sanction. No other person shall be present while the panel deliberates, and the deliberation shall not be recorded.

When determining the sanction, the hearing panel may consider the accused's prior record of Honor Code and/or conduct violations, which will be supplied to the panel in a sealed envelope by the Office of the Dean of Students. The envelope containing the accused's prior record may not be opened by the hearing panel unless a determination of guilt has first been made. The sanction to be imposed must be agreed to by at least four of the six panel members.

11. At the conclusion of the deliberations, the presiding judge shall inform the accused of the sanction imposed. The verdict and sanction imposed shall be reduced to writing by the presiding judge and a copy shall be given to the accused. The written verdict shall contain a certification by the presiding judge that at least five members of the panel agreed to a finding of guilt and that at least four members of the panel agreed to the sanction imposed. A copy of the written verdict and sanction, together with the recording of the proceedings and all documentary evidence, shall be transmitted to the Office of the Dean of Students within twenty-four hours. Unless the accused consents to the presence of other persons at the time the verdict is delivered, only the accused, his or her Student Counsel, his or her spouse and parents, and one advisor or observer chosen by the accused may be present.

## SECTION 6: SANCTIONS

In cases of an Honor Code violation, after it has heard testimony concerning sanction, the hearing panel shall begin its deliberations concerning sanction by determining whether separation from the College; suspension, or contingent or permanent dismissal; is the appropriate sanction. Alternative sanctions may be imposed, when, in the judgment of the hearing panel, because of the nature and circumstances of the offense and/or the circumstances of the accused, one or more of the following lesser sanctions are appropriate:

1. Written or oral warning.
2. Recommendation that the student receive a specific grade, including a failing grade, in an assignment or a course, provided, however, that the Honor



Council's recommendation is not binding on the faculty.

3. Task/service participation.
4. Restitution.
5. Loss of privileges.
6. Probation with or without specific conditions.
7. Probation with or without specific conditions and with loss of privileges.
8. Other reasonably constructed sanctions.

\* See Section VII, Penalties, p. 112 of the *Student Handbook* for definitions.

All sanctions imposed by the hearing panel must be accompanied by a written finding that explains why the panel determined such a sanction to be appropriate.

## SECTION 7: POST-VERDICT REVIEW AND APPEAL

Upon receipt of an Honor Council's written finding of guilt, the Dean of Students, in consultation with the Dean of the school with jurisdiction, shall immediately conduct a post-verdict review of the case, including a review of the recording of the hearing and all documentary and tangible evidence. If the Dean of Students concludes that the verdict and/or sanction was based in whole or in part on the accused's race, gender, age, sexual orientation, handicap, religion, or national origin, or that a material procedural error occurred that may have significantly prejudiced the accused, the verdict may be set aside. If the verdict is set aside because in the Dean's opinion it was based on discriminatory factors or set aside for procedural error, the accused may be re-tried for the offense. If the verdict is sustained, the Dean of Students shall also review the sanction imposed by the Honor Council. The Dean of Students may reduce or modify the sanction upon finding that the sanction imposed is not authorized by the Honor Code. No modification or reduction of sanction shall be made without the written consent of the accused. The Dean of Students shall complete this review within forty-eight hours of receipt of the Honor Panel's written verdict, unless granted an extension for good cause by the Vice President for Student Affairs.

Within five days of receipt of the written decision of the Dean of Students confirming the verdict and sanction of an Honor Council, the accused may appeal the verdict and/or the sanction, including a sanction modified by the Dean of Students with the consent of the accused, to the Appeals Committee by filing a written notice of appeal with the Vice President for Student Affairs. The written notice of appeal shall specify the grounds for appeal and shall be limited to the following:

1. The verdict and/or sanction was based in whole or in part on the accused's race, gender, age, sexual orientation, religion, handicap, or national origin;
2. Material procedural error occurred, which significantly prejudiced the accused;
3. The verdict is not supported beyond a reasonable doubt;
4. The sanction imposed is unauthorized or is unduly harsh, given the circumstances of the offense and/or the circumstances of the accused;
5. New or exculpatory evidence has been discovered which is not merely corroborative, and which could not have been discovered by the accused in the exercise of due diligence, and which, at another hearing on the matter, would likely produce a different result.

Upon receipt of the notice of appeal, the Vice President for Student Affairs shall appoint from the membership of the Appeals Committee a four person appeals panel, composed of one administrator, one faculty member, and two students from the academic unit of the Honor Council which heard the case, who shall not be a member of that academic unit's Honor Council. Should temporary Appeals Committee members be required, the Vice President for Student Affairs is empowered to make the necessary appointment(s). A fifth Appeals Committee member will be designated as recorder but may not participate in any way (other than as record keeper) in the hearing or deliberations. The appeals panel shall review the appeal and any and all records of the case which it deems advisable, and, within one week

from the time appeal was filed, report its decision to the appellant unless the Vice President for Student Affairs, for good cause, decides to extend the time period. Ordinarily this period will not extend beyond two weeks.

The appeals panel may determine either: (1) the appeal is without merit; or (2) the verdict and/or the sanction should be reviewed. If the panel decides that the appeal is without merit, the decision of the Honor Council, as affirmed or modified by the Dean of Students, is final. If the panel decides that the verdict and/or sanction should be reviewed, the Office of the Provost shall review the record of the case, including the recording of the proceedings and all documentary and tangible evidence, and shall, within one week, render a final decision. If the Office of the Provost concludes that the verdict has not been established beyond a reasonable doubt, that verdict shall be set aside and no further proceedings may occur. If the Office of the Provost concludes that the verdict or sanction was based in whole or in part on the accused's race, gender, age, sexual orientation, religion, handicap or national origin, or that material procedural error occurred which significantly prejudiced the accused, or that new material, exculpatory evidence has been discovered which, at another hearing, might produce a different result, the Office of the Provost may order the Honor Council to conduct a new hearing with a different council membership. If the Office of the Provost concludes that the sanction imposed is not authorized or is not supported by the circumstances of the case and/or the circumstances of the accused, the Provost may lessen the sanction as appropriate. The action of the Office of the Provost in setting aside a verdict or lessening a sanction is final and no further proceedings or appeal shall occur.

## **SECTION 8: AMENDMENT**

Amendments to this Honor Code may be proposed to the Council of Chairs by any William and Mary student. Such amendments shall become effective when approved by all schools, and approved by the President of the College. The manner by which each school approves amendments shall be determined by their respective student governing bodies.

## **SECTION 9: PUBLIC NOTICE**

At the beginning of each semester, the Chief Justices of the respective Honor Councils shall compile a brief summary of the cases, charges, verdicts and sanctions for all Honor Code hearings conducted the previous semester. The compilations shall be sent to the editors of the Flat Hat, the William and Mary News, and other campus publications selected by the Council of Chairs, together with a request that the compilations be printed or broadcast in a conspicuous yet tasteful manner. The compilations shall contain no names or other identifying student information.





The Residence Life Office has overall responsibility for management of the College residences. These operations include the hiring, supervision and training of professional and student staff, housekeeping, management of the budget and student services. Questions concerning residence life should be directed to a member of the Residence Life staff or this office. Students should familiarize themselves with this Housing Contract. The provisions of this Housing Contract may only be waived or modified in writing by the Director of Residence Life.

## **Contract Provisions**

### **1. Contract Periods**

This is a legally binding contract and is specific to the room indicated on the Residence Hall contract. Prior to occupancy, a contract must be signed and dated as evidence of acceptance of the terms, conditions and regulations which are stated in this Contract. (At the time of occupancy, if the student is not 18 years old, the parents or legal guardian of the student will be required to cosign the contract.) If for any reason a resident changes rooms, this contract is transferred to the new space. Failure to pick up a key does **NOT** release the student from this Contract.

THE TERM OF THIS CONTRACT IS FOR THE ACADEMIC YEAR from the date keys are issued until 24 hours after completion of an resident's last regularly scheduled exam for non-graduating students and 12 noon on the day following Commencement in May, for graduating students. Individual residents who are approved by the Residence Life Office to arrive early, and non-graduating residents who are approved by the Residence Life Office to remain beyond the stated deadline, will be assessed an additional charge payable in advance. This Contract cannot be broken mid-year. In the event of graduation, transferring, studying abroad, withdrawal from the College or a resident being discharged from the residences, forty-eight hours thereafter, the resident will have no further rights in and to the premises and the College will be entitled to immediate possession of the premises. The residences, with the exception of graduate and family housing, are not open for occupancy during the Semester Break . Students who wish to stay on campus for the Thanksgiving break must make special arrangements with the Residence Life Office. Only selected buildings are open at that time.

Spaces will be held only until the end of the first day of classes, unless prior written notification of late arrival is received by the Residence Life Office. The Residence Life Office **MUST** be notified before the first day of classes that a resident has transferred, withdrawn, married, or will be studying abroad. This notification is necessary to cancel the contract and refund the \$200 deposit. If notification is not received by the first day of classes, the \$200 deposit is forfeited.

### **2. Residence Requirements**

- a. Only registered and currently enrolled William and Mary students, including research graduates, are eligible to reside in College housing.
- b. All first year students, except those who commute daily within a 30-mile radius from the homes of their parents or legal guardians, are required to live in college housing. First year status for the purpose of this policy is defined as residence in college housing for fewer than two semesters. All other students may choose to live off campus. Unclassified students and those carrying a part-time program of studies are not normally eligible for accommodations in college housing except on a space available basis.
- c. The movement of a first year student assigned to a first year student residence to an upperlevel residence or off-campus is not permitted except under seriously extenuating circumstances and with the written approval of

the Assistant Director of Residence Life. The same policy applies to upperlevel students requesting a move to first year student buildings.

- d. Violation of these requirements can be punishable by penalties ranging from a warning to dismissal and may include the loss of eligibility to reside in College housing.

### **3. Deposits, Fees, Charges and Refunds**

#### **a. Room Reservation Deposit**

To request a room in a College residence, a currently enrolled student must pay a \$200 deposit by the advertised deadline date and sign a contract with the College at the time of assignment to a room. This \$200 Room Reservation Deposit serves as the student's indication that he/she wishes to reside in College housing. It is NON-REFUNDABLE except in the event the resident is dismissed, required to withdraw, transferring (must submit copy to Residence Life Office of acceptance letter), academically dropped, selected to participate in an approved overseas study program, unable to enroll due to illness, or eliminated from the lottery process (bumped). A person who is bumped from the Room Selection Process can take one prospective roommate with him/her to move off campus as long as they request a refund together. These refunds will only be approved up until 12:00 noon on the Friday before the Room Selection Process. The Room Reservation Deposit will be credited toward the total room rent due to the College.

#### **b. Room Damage Deposit and Damage/Loss Charges**

As a condition of room occupancy, all students must pay the College a \$75 Room Damage Deposit prior to occupying the room (exceptions are not made for students on scholarships). This \$75 deposit shall be refunded within 30 days of termination of this Contract, if and when the resident will not be residing in a College residence during the subsequent semester and provided there are no damages to the premises. Damage claims upon final departure will be deducted from the \$75 deposit. If the costs of repair/restoration exceed the \$75 deposit, the resident shall be responsible for such costs. Damage charges during occupancy will be billed directly to the resident. All bills must be paid by their due date except when a letter of appeal has been filed with the Area Director and/or the Assistant Director of Residence Life according to the procedures set forth in Section 6b. "Damages".

Failure to pay the Room Damage Deposit, or to clear outstanding bills will be considered a violation of the Housing Contract and may result in (a) ineligibility for participation in the Room Selection Process or special interest housing membership, (b) ineligibility for official check-in procedures, i.e., obtaining key/card key, © withholding of registration materials/transcripts, (d) disciplinary sanctions, and/or (e) civil suit.

#### **c. Room Rent and Adjustments**

The resident agrees to pay the College in advance, on a semester basis, the rent established for the room which is assigned. The initial rate for the assigned space at which the resident is billed for the assigned space (except for clerical error) is guaranteed for the entire academic session unless the occupancy level of the room changes or the resident changes to another room and the rate for the new room is different, then a refund or additional payment may be required. These procedures exclude students living in family housing, or graduate students living at the Graduate Complex who choose to pay by installments.

#### **d. Vacancy in Room**

The Residence Life Office reserves the right to fill all vacancies. If a space becomes available in a room because a roommate has not been assigned or a roommate moves out, the Residence Life Office reserves the right to fill



the vacancy. If spaces are not needed after October 15 (Fall) or March 1 (Spring), the resident may request to continue to live in the room at an increased rate for the balance of the semester, and be assured that the College will not assign someone to that space. A "double as single" rate shall be charged equal to the cost of the current rate plus the prorated amount of one-half the cost of the remaining half of the room. The resident is not permitted to transfer or sublet his/her assigned premises.

**e. Refunds**

If the resident withdraws from College during the course of the semester, refunds of the room rent shall be granted in accordance with the provisions explained in the current edition of the College Catalog. No rent refunds will be given to persons who are required to withdraw by the College because of a failure to meet obligations under the Housing Contract or for other reasons, who withdraw after the first 60 days of the semester, who are removed from residence, or who, while remaining enrolled at the College, move out of the residence hall.

**4. Changing Rooms/Withdrawal**

**a. Changing Rooms**

Requests to change rooms or roommates must be approved by the Area Director or Assistant Director of Residence Life. The resident may not move his/her residence from one room to another without prior written consent from the Residence Life Office. Violation of this requirement will result in a \$25 charge (the resident will be required to move back into the original assignment) and is a violation of this Contract punishable by College judicial action and/or termination of the Housing Contract. Requests for room switches will not be allowed until two weeks from the first day of classes at the beginning of each semester. Room changes must be completed within 48 hours after approval. In order for the Residence Life Office to accurately identify vacancies for incoming second semester students, the last day to request a room change for the Fall semester is December 1. In order to prepare for the Room Selection Process that occurs in early April, the last day to request a room change for the Spring semester is March 16. Any room change requests beyond these ending dates must be approved by the Assistant Director of Residence Life.

If a roommate moves out of a room, a member of the Residence Life staff may enter the room following the completion of the move to inspect for damages and insure space is available for a new roommate.

**b. Withdrawal**

Should the resident withdraw or be separated from the College or its residences for any reason, the resident will remove all personal belongings from the College premises, vacate the residence and return keys within 48 hours. Exceptions to this provision may be authorized for good cause by the Assistant Director of Residence Life. Exceptions will normally be granted in the event that the resident has an appeal pending before the proper authorities, the outcome of which could affect eligibility for residence.

The College will not be responsible for damage or loss of any personal property not removed within 48 hours after a student withdraws, or is separated from the College. A room-

clearing charge will be assessed against any student who fails to remove his/



her items of personal property within 48 hours of withdrawal or separation. The College will retain items of cleared-out personal property only for four (4) weeks after the student's withdrawal or separation, and then will deem them abandoned and will dispose of them. The resident must return keys within 48 hours. Exceptions to this provision may be authorized for good cause by the Assistant Director of Residence Life. Exceptions will normally be granted in the event that the resident has an appeal pending before the proper authorities, the outcome of which could affect eligibility for residence.

## **5. Facilities**

While the College will be responsible for the routine maintenance and house-keeping of all public area spaces, it is expressly understood that upon occupancy, the resident is responsible for the daily care and cleaning of his or her assigned room, including removal of personal trash to a College dumpster and recycling to designated recycling areas, of the assigned space in which he or she resides and for reporting immediately maintenance problems. The College will provide electrical power, heat and water and maintain these utilities under controllable conditions. Notwithstanding anything that may be to the contrary, residents must understand that, as a condition of this Contract, the College shall not be responsible or liable for any damage or loss to his or her personal property while on the premises caused by the cessation or failure of such utilities, no matter the reason. Moreover, the College will not be in breach of this Contract if such utility service is suspended for any reason; provided, if the premises are rendered unsafe or unfit for occupancy, the College will offer alternate housing if it is available on campus or provide a prorated refund of the unused portion of the rent in accordance with the schedule printed in the College catalog.

## **6. Room Inspections, Damages and Repairs**

### **a. Room Condition Reports/Inspections**

Residents are responsible for thoroughly checking their room at the time of occupancy and verifying that all damages and/or deficiencies are documented on the Room Condition Report (R.C.R.) completed by a Residence Life staff member. The resident's signature on the R.C.R. represents that the conditions recorded at check-in are accurate. A final inspection will be made by a Residence Life staff member at checkout, to determine any additional damage done to the room since the initial completion of the R.C.R. Residents who fail to check out with a Residence Life staff member are subject to charges for any or all damages/loss to the room.

### **b. Damages**

The resident (and roommate(s) where assigned) is responsible for damages to his/her room, and damage and/or loss to the furnishings and fixtures the College has placed there. The resident agrees to pay for the restoration of the property to its condition at the time of occupancy, or for repairs or replacement (except normal wear and tear), unless the identity of others responsible for the damage or loss is established and proven by the resident(s). Resident(s) are responsible, however, for any damage or loss to the premises caused by their guests. This responsibility extends throughout the designated contract period. Students should assure that all windows and doors to the room are locked and secured before their final departure at checkout. It is also understood that the residents are responsible for any damage or loss caused to the common areas of the residence halls and their furnishings, including vending machines and other equipment placed in the residence halls as a convenience to the residents. Common areas include corridors, recreation rooms, kitchens, study rooms, living rooms, laundry rooms, public baths and lounges. When damage occurs the student(s) will be billed directly for the repairs. Individual Hall Councils have the authority (along with Residence Life staff) to assess and assign charges for these damages.



Charges for damages, cleaning, replacement of furniture, etc., shall be divided by the number of students assigned to the room. If one or more roommates assume responsibility for damages, cleaning, replacement of furniture, etc., a written statement signed by the responsible party must be noted on the Closing Checklist Contract which has been signed by all of the room's residents and submitted to the Area Director indicating who specifically should be charged. Charges will not be assessed to one roommate based solely on one roommate's claiming another responsible.

Damages may also result in College judicial action. Those students who are responsible for vandalism or theft may be removed from and/or denied future housing in College residence halls.

In the event the resident wishes to contest the charges for damages, the following procedure is prescribed:

1. Contact in writing the Area Director for the building in which the alleged damage occurred.
2. If the matter is still unresolved, contact in writing the Assistant Director of Residence Life.
3. Appeals will be heard by the Appeals Board consisting of three representatives from the Residence Hall Association (RHA). The decision of the Appeals Board is final.
4. Charges must be appealed in writing within thirty days of the date of the bill. Bills received during the summer must be appealed in writing before the end of the first full week of fall classes.

**c. Repairs**

Requests for repairs should be filed by the resident on a Work Order Request form and given to a Residence Life staff member. If the repair is not made within a reasonable amount of time, a second Work Request should be submitted by the resident. If the repair is still not made, the Area Director should be notified of the situation and given the opportunity to resolve the problem. Because of the age and diversity of facilities, some delays occur. If after a reasonable amount of time, the repair is not made or sufficient reason for the delay provided, the resident may appeal to the Assistant Director for a rent rebate or other solution. Rebates are granted only in cases where the College has remained unresponsive and the condition of the premises is such that reasonable occupancy and use there of is precluded. The decision of the Assistant Director concerning the rebate may be appealed to the Residence Hall Association (RHA) Appeals Board, who will make the final decision on the matter.

**7. Painting Rooms**

Student rooms are painted on a rotating schedule administered by the Residence Life Office. Students may not paint their rooms except as follows. Those students who choose to paint their rooms must obtain paint from the Residence Life Office. Only approved colors of paint will be provided. Students who elect to paint their own rooms must comply with the provisions detailed on the permission form or be subject to a charge for repainting the room.

**8. Furnishing in Student Rooms**

The following is provided in each room: one bed, springs, mattress, chest, desk, and chair per student, and one telephone per room (one per apartment in Ludwell). Other furnishings will vary according to the individual residence hall. College furniture may not be removed from a resident's room or apartment. Resident(s) are responsible for any damage or loss to the furnishings, no matter the cause, unless proven to be caused by others not their guests.

**9. Keys and Card Keys**

Each resident will receive a room key and either a card key, front door key or the combination to their front door lock. ID card readers are available on all other residence hall buildings. Residents will initial their RCR indicating that

they have obtained their key, card key, or combination. Residents who withdraw, change rooms, or otherwise leave College housing must return their keys to a Residence Life staff member, or the duty office within 48 hours. At final check-out, keys must be received by the Area Director by 12:00 noon on the day following Commencement. If a key or card key is lost or not returned according to the above deadlines, a \$40 charge per key and \$10 per card key will be assessed. Unauthorized copies of keys will not be accepted. Residents may not change or add locks (including chain locks, deadbolts, etc.).

#### **10. Safety and Security**

An electronic or computerized card key or other security system is provided in the residence halls for the protection of the residents. While College is in session, the exterior doors to the residence halls will be controlled to restrict access to residents and guests. The residences may be locked at earlier hours, if the Residence Hall Council decides, or if the College determines that this is necessary for safety and security reasons. Residents may not engage in any activity which creates a safety risk or which jeopardizes the security of the premises, including, but not limited to the propping of exterior doors.

For safety reasons the roofs (except for specifically designated sun decks of Hughes and Munford), porches, window ledges, unfinished attics and mechanical equipment rooms of all College buildings are restricted areas and may not be entered. In addition, screens shall not be removed unless approved by the Residence Life Office.

The College can not guarantee the safety and security of the premises. Residents are responsible for their personal security and that of their belongings within College facilities. With this in mind, residents should therefore plan responsibly. College policy prohibits staff members from unlocking room doors for anyone other than the occupant(s) (except in those cases outlined in the "Statement of Rights and Responsibilities" included in the Student Handbook). Individuals observed in the hall who are not residents or guests should be reported immediately to a Residence Life staff member or Campus Police.

#### **11. Storage**

The College will not store College furnishings outside the resident's room. Personal belongings in stackable containers may be stored in approved storage areas of selected residences during the academic year at the sole risk of the owner/user. The College is not responsible for any damage, deterioration or loss and makes no representation, express or implied, as to the fitness of the premises. All personal belongings must be removed from these storage areas at the end of the regular academic school year. It is agreed that personal belongings not removed from student rooms or storage areas may be discarded or auctioned by the College at the end of the regular academic year.

Summer storage is very limited and restricted to certain areas, as designated by the Residence Life Office. All stored items must be in stackable containers labeled with name, residence hall address and date. Refrigerators, bicycles and lofts may be stored, but lofts must be disassembled, securely bundled and labeled. Access to items stored over the summer may not be gained until the official opening of the residences in the fall. No carpets, rugs, sofas or chairs (or any other furniture items) may be stored. Absolutely no combustible, flammable or explosive items are permitted in storage areas. The College will discard or auction items not removed from these areas by the publicized date in the Fall semester and the owners will be charged for the removal of such items.

#### **12. Lofts**

Residents may construct lofts in their rooms, as long as the loft adheres to the "Loft Policy and Waiver of Liability Form". A loft is defined as a free standing platform intended to provide a sleeping surface under which a desk/dresser can be placed. Large structures that cover more than two-thirds of the room or are intended to add a second level to a room are not allowed. In addition, no furniture lofts, stages or any additional structural items may be placed in resi-



dence halls or apartments. Lofts must meet the guidelines listed in the Loft Waiver Sheet, including fire treated wood, free-standing, no larger than 90" x 48", and not interfere with or obstruct egress from the room in case of an emergency. The College assumes no responsibility for injuries or damages related to student constructed lofts; therefore, residents must sign to the Loft Policy and Waiver of Liability Form before designing and constructing a loft.

### **13. Electrical Safety and Appliances**

- a. Permanent electrical circuits cannot be altered by occupants or anyone not authorized by the College.
- b. Appliances, lamps and other electrical equipment with damaged, worn, cracked, or frayed cords and plugs must be replaced.
- c. All lighting fixtures must use only light bulbs of type and wattage as recommended by the manufacturer. Shades must also meet manufacturers specifications for the specific fixture.
- d. Torchiere (or pole) halogen lamps with tubular halogen bulbs are prohibited in the residence halls.
- e. Prohibited appliances in residence hall rooms include space heaters, hot plates, toaster ovens, broilers, electric skillets and immersion coils. Popcorn poppers and Underwriters Laboratory (UL)listed and thermostatically controlled coffee pots are permitted. Microwave ovens (without convection oven options), refrigerators no larger than 4 cubic feet, and other computer/office type equipment are permitted. All room refrigerators must be defrosted and unplugged over the Semester Break. Apartment units with kitchens may be furnished with kitchen appliances.
- f. Electrical cords or other communication cables may not be installed under carpets, hung over nails, or run through doorways and windows.
- g. Air conditioners are not permitted unless a medical exemption is provided by the Student Health Center to the Residence Life Office prior to installation. Approval forms detailing specific policies and procedures will be sent to students based on Health Center approval. Only one air conditioner allowed per student room. Students who plan to install personal air conditioners must refer to these guidelines prior to installation of the air conditioner into the room. Room units must be wired for 110-120 volts and should not exceed 5,000 BTUs. Students should have their physician send requests directly to the Student Health Center. Failure to remove unapproved units may result in College judicial action. Air conditioners are not permitted in the first floor of student rooms in Sorority Houses due to the presence of security screens.

### **14. Central Air-Conditioning**

Room rates are not based on the presence of air-conditioning. To help maintain low utility costs, all central air-conditioning in the residences will be turned off no later than October 15 and will be turned on no earlier than April 15.

### **15. Fire Safety**

#### **a. Building Construction**

1. The integrity of all ceilings, floors and walls must remain intact and not be disturbed. Also, light fixtures must have proper globe or deflector in place. Any open bulb fixtures are a fire hazard and should be reported.
2. Additional wall coverings (e.g. paneling, wallpaper, etc.) cannot be installed by occupants.
3. Paint must have the approval of the College.
4. Wall hangings cannot cover more than one half of any room wall. Tapestries, pennants posters, fishnet, posters, rugs and flags are included. In addition, wall hangings cannot contact electrical outlets or come closer than 12 inches to the heating unit. All ceiling decorations are prohibited.

5. Window decorations other than college furnished shades, drapes, or blinds may be used, but must carry a recognized fire rating and be constructed of fire retardant material.

**b. Egress or Exits**

1. Keep living areas uncluttered and access to the doors clear.
2. Keep hallways and stairways clear and unobstructed.

**c. Flammable Materials**

1. Flammable liquids are not to be stored in residential buildings.
2. Compressed gas containers are not to be stored in residential buildings.

**d. Fire Safety Equipment and Evacuation**

1. Fire safety equipment in the residences is in compliance with Virginia State fire codes and must be used only for the purposes intended. Residents and guests should not tamper with fire extinguishers, smoke detectors, fire alarm horns, pull stations or other fire equipment. Violation of this regulation is a serious offense which may result in the resident being removed from the residences and denied future on-campus housing and/or other College judicial action.
2. Failure to evacuate during a fire drill or returning to the building before the authorities approve re-entry also constitute violations of fire safety regulations.

**e. Fire Safety Inspections**

In accordance with the College Safety Office, fire safety inspections of student rooms will be conducted. Residents will receive reasonable advance notice of such inspections.

**16. Open Flames**

Open flames (from candles, oil lamps, etc.) and incense are prohibited in all residences. Residents may make use of working fireplaces.

**17. Fireworks, Firearms, and Weapons**

Firearms, weapons, fireworks and explosives are not permitted in the residences. Gasoline and all other combustible liquids are also prohibited in the residences. The resident understands and agrees that the College reserves the right to confiscate weapons, fireworks, and any instrument, toy or other object which reasonably appears to be a weapon, or other prohibited item listed above.

**18. Animals**

To preserve the health and safety of the residents, animals including but not limited to, mammals, reptiles, amphibians, birds, etc. are not permitted in residences, student rooms or student apartments. Only fish in bowls or aquariums (no larger than 20 gallons) are permissible.

The College of William and Mary presumes that nonhuman life has its own intrinsic value. Accordingly, it calls on its students to refrain from activities which might prove needlessly harmful or wantonly cruel to animals.

**19. Water Beds**

Water beds are prohibited in student rooms.

**20. Solicitation and Posting Requirements**

Residents may not solicit or operate a business from their room or anywhere else in the residences without prior written approval from the Associate Vice





President for Student Affairs. Such approval will normally be provided, so long as the activity will not cause damage or loss to the premises, or interfere with the use and enjoyment of the premises by others. Posters, flyers, etc., may only be posted on public bulletin boards and must meet the requirements stated in the Student Handbook. Residents may not engage in any activity which interferes with the reasonable peace and enjoyment of the premises by others.

**21. Laundry**

The College does not provide laundry or linen service to its residents. Most of the residences are equipped with coin operated and/or debit card access washers and dryers. The College is not liable for any damage or loss caused by the washers or dryers.

**22. Exterminating Services**

Residents must take care in keeping their own rooms clean so as to prevent insect infestation. The College is under contract with an exterminator to respond to specific insect and pest problems. This service must be requested through the Residence Life staff via a Work Order Request or other written notification.

**23. Motorcycles and Bicycles**

Motorcycles and other motorized vehicles are not permitted in the residences. Bicycles are permitted at the sole risk of the owner/user, only in designated bike storage areas or in student rooms, but not in hallways, stairways, lounges, kitchens, bathrooms, etc. The College reserves the right to remove vehicles in violation of this provision and will not be held liable for damage to the vehicle or the device used to secure it. Impounded vehicles may be recovered through the Campus Police office. Residents will be assessed charges for removal and will be subject to College judicial action.

**24. Alcoholic Beverages**

In accordance with Virginia state law, students under 21 years of age may not possess or consume alcoholic beverages. Students 21 years of age or older may possess and responsibly consume alcoholic beverages in the privacy of student rooms or at functions which have been registered according to the "Special Event Scheduling Request" Violators will face College judicial action.

**25. Insurance**

The College is not responsible or liable for any loss or damage to property resulting from fire, theft, casualty or any cause, or for personal injury occurring within the leased premises, except as may be required by Virginia law. IT IS STRONGLY RECOMMENDED THAT PERSONAL PROPERTY INSURANCE BE OBTAINED BY EACH STUDENT.

**26. Guests**

Guests are expected to abide by all rules and regulations of the College, Office of Residence Life, and individual building's Community Agreements. The resident is responsible for the behavior of his/her guests, including restitution for damage to College facilities. In order to have a guest(s) stay overnight, residents must have the consent of the roommate(s)/apartment mates on each occasion. Extended visits are not permitted.

**27. Searches**

It is understood and agreed that a resident's room or possessions on campus will not be searched by College authorities for violation of College rules and regulations or applicable law unless there is reasonable administrative cause to believe that a resident is using his/her room for purposes in violation of College rules or regulations, or in violation of this Contract and unless a certificate authorizing the search has been issued and signed by the Vice President of Student Affairs. The certificate shall state the source of information, the violation, the location of the search, the materials to be seized or information sought, and the name(s) of the person(s) authorized to conduct the search.

The foregoing does not apply to searches conducted by local or Campus Police. Such searches are governed by the Code of Virginia.

## **28. Inspections**

Notwithstanding anything to the contrary it is expressly understood and agreed that authorized personnel may enter the room for the purpose of assuring fire protection, life safety, sanitation or proper maintenance and use of the College's furnishings, fixtures and facilities. Any such inspections, except in the case of emergencies, shall be announced 48 hours in advance by the posting of a notice in the residence hall or the use of voice mail. The resident's absence will not prevent the carrying out of such maintenance or safety inspections. When an occupant has requested repairs or extermination by filing a Work Order Request, authorized maintenance personnel may enter in the resident's absence for the sole purpose of making the repairs or exterminating as requested. In order to secure the buildings, Residence Life staff will enter and check all resident rooms during the Thanksgiving and semester breaks with visible violations of College policy resulting in College judicial action.

## **College Regulations**

The resident will abide by the regulations of the College, in effect during the period of time covered by the contract, and by the regulations established by the Residence Hall Council of the building in which he/she resides. This includes provisions outlined in the Community Agreements established on each living unit. The current edition of the Student Handbook (see Self-Determination) contains the existing college regulations.

The Vice President for Student Affairs, Dean of Students, Associate Vice President, Director of Residence Life, Associate Director of Residence Life, Assistant Directors of Residence Life, Area Directors and the staff of residences (Head Residents, Hall Directors, and Resident Assistants) are responsible for enforcing regulations as outlined in the current edition of the Student Handbook.

It is expressly understood that violation of the terms of this Housing Contract by the resident may result in penalties ranging from warning to the resident's being discharged from the College's residence halls to permanent dismissal from the College. The College is under no obligation to house a resident whose Contract has been previously terminated due to a failure to abide by the conditions of this Contract.

Where appropriate for the personal safety of the resident(s) and by adherence to the College judicial process, the College reserves the right to remove a student from his/her residence hall. In addition, the College may exclude a student from the residences to protect the public health or the health of the student under the policy and procedure outlined in the Student Handbook.

## **Additional Important Provisions**

If the premises become uninhabitable because of fire, strike, earthquake, accident, flood, riot, emergency, act of God, or any reason beyond the control of the College, the College of William and Mary is no longer obligated to provide housing and the student will not be required to pay rent for the time remaining on this contract. The Residence Life Office will attempt to identify and provide alternate housing for each student affected. A refund of the room rent will be made (in accordance with the schedule printed in the College Catalog) if the student chooses not to accept alternate housing offered by the College or if the College is unable to offer alternate housing. Should any of the conditions described above result in damage or loss to personal property, loss of other items of value, or if there is any other resulting expense, the College will not be responsible.

Nothing in this document proscribes or limits the authority and power of the Board of Visitors of the College of William and Mary to establish policy, rules, regulations, which shall be applicable upon their effective date and operate prospectively unless otherwise stated.

Further, the College reserves the right to make reasonable modifications to this contract to insure personal safety or protection of property, provided reasonable advance notice is given.





## 1. Principles of Self-Determination

The College's dedication to liberal education is reflected in its policy of residence life known as self-determination. Each residential unit is viewed as a living-learning center whose goal is to enrich each student's educational experience. Under the policy of self-determination, the residents of each unit, under the guidance of the Residence Life staff, develop rules, guidelines and procedures of governance for living which will allow for both individual freedom and the privacy and personal rights of others in the community.

Students in residence halls exercise this responsibility of self-governance through the Residence Hall Councils. The residents develop rules and guidelines which pertain to the maintenance of a clean and orderly environment in the residence hall, the maintenance of reasonable quiet, the regulation of conduct which infringes on the rights of other residents or which restricts the use of public areas, the assurance of a reasonable level of safety and security, and the regulation of visitation of guests.

The policies and procedures adopted by the Residence Hall Councils shall be compatible with the College policy, public laws and the academic objectives of a residential, educational community. The individual's right of privacy and freedom of personal choice and movement; and the educational goals of the College must always be ensured by the guidelines.

Each resident shall have freedom of movement in or out of his/her residence hall at all times.

Each visitor to a residence hall must be a welcomed guest of a resident of that hall. Residents are responsible for the behavior of any guest(s) visiting. In addition and in accordance with the Student Housing Contract, residents must have the consent of the roommate(s)/apartment mates in order to have a guest(s) stay overnight.

Each student has the right to counsel with a member of the Student Affairs staff concerning problems arising from self-determination. The staff of the Vice President for Student Affairs has the right to intervene to ensure that the rights of all students are respected.

## 2. Functions of Residence Hall Councils

### a. Composition and Organization of Councils

After the first week of classes, but no later than the end of the third week of the academic session, each residence hall or complex shall elect a Residence Hall Council consisting of at least one representative from each floor or section of the hall or complex.

The offices of the Residence Hall Council shall be determined by the council and the officers' duties designated by the same. A combination of the following offices is suggested as a means of developing an effective Hall Council: President, or Chair; Vice President; Secretary; Programming Chairperson; representative to campuswide RHA (Residence Hall Association) and Floor/Unit Representative. The Head Resident, Hall Director, or Complex Director for the residence shall serve as advisor to the Council. Following election of all members, each Residence Hall Council shall decide such issues as the following:

- ratify old rules and guidelines or develop new rules and guidelines
- how frequently meetings will be held;
- meeting attendance policy;
- what constitutes quorum;
- what voting percentage is required to pass resolutions;
- how to handle replacement of officers or representatives who resign.

Any member of the Residence Hall Council shall be subject to recall proceedings in accordance with the individual hall council constitution.

**b. Programming Function of the Council**

The Residence Hall Council has the responsibility for organizing social and educational activities for the residence hall community according to the needs and interests of the residents. The Council has the right to appoint the committees necessary to this function and the right to establish dues, organize fund-raising activities, and receive contributions as a means of support for its programs.

**c. Governance Function of the Council**

- 1) Exercising the principle of self-determination, the Residence Hall Council has the responsibility to determine rules and guidelines governing common areas, both those rules and guidelines for residents and the policies for allowing outside groups to use residence hall space. The Council also has the responsibility to outline clearly consequences for failure to abide by established rules and regulations. Until the elected Residence Hall Council is functioning at the beginning of the Fall semester, rules and guidelines developed during the preceeding academic year will be in effect. The Residence Life staff will be responsible for making these policies known.
  - a) No rule or guideline may be established which is inconsistent with or contrary to the rules, regulations and policies of the College. Rules may be established that are more stringent than the general provisions of the College; e.g., individual residence halls may elect to close their residences at an earlier hour than required by the security provision noted in the Student Housing Contract and to reopen them at a later time should the residents desire. In addition, the Residence Hall Council may permit the residents of a floor or section of a residence to elect hours of visitation or to establish other regulations more restrictive than those employed by the remainder of the residence hall.
  - b) All rules and guidelines established by the Residence Hall Council must be approved by a majority vote of the Council.
  - c) Any rule or guideline shall be subject to a referendum upon receipt of a petition signed by ten percent of the residents of the unit. The Residence Hall Council must hold a referendum for the residents within ten days of its receipt of the petition.
  - d) All rules and guidelines established by the Residence Hall Council will be reviewed by the Residence Life staff. Copies of all rules and guidelines shall be posted in the residence hall and also be on file in the Office of Residence Life.
- 2) Within the first three weeks of the Fall semester, the Resident Assistant shall assist each living unit (floor, wing, house, etc.) within a residence area in the development of a Community Agreement outlining guidelines for community living and consequences for failure to follow established guidelines. Community Agreements should cover areas such as quiet hours, visitation regulations, use of unit lounge, kitchen and hallway space, smoking regulations, in buildings where smoking is permitted, and mutual expectations of unit residents. All residents of a living unit must participate in the development of the Community Agreement and sign the completed agreement. A copy of each Community Agreement shall be posted in the living unit, and a copy kept on file in the Office of Residence Life as well.
  - a) The Community Agreement may be amended at any time. Any resident of a living unit may call a unit meeting to discuss modification of the Community Agreement.
  - b) In the event that conditions outlined in Community Agreements within a residence appear to be in conflict, the Residence Hall Council shall serve as mediator. Representatives of the units in conflict shall bring their grievances to the Hall Council for resolution by the voting members of the Council.



- 3) The Residence Hall Council has the responsibility to investigate damages to common property, furniture and fixtures, to determine culpability, to assess charges to the responsible parties, and to collect from residents or designate Council funds for repair or replacement of damaged property. The Residence Hall Council has the authority to levy charges against users of area property, equipment or furnishings for damage to or misuse of same.

**d. Recommendation of Physical Improvements**

The Residence Hall Council has the responsibility to represent the residents of the unit in matters which pertain to needed and desired physical improvements in the residence. The Council may designate funds for the purchase and/or refurbishing of furniture, recreational equipment, and other items based on residents' needs and interests. The Residence Hall Council has the authority to establish policies regulating the use of such furniture and equipment.





## I. COLLEGE OF WILLIAM AND MARY POLICY FOR STUDENTS DRUG AND ALCOHOL ABUSE

### Alcohol Policy and Sanctions

### Drug Policy and Sanctions

### Sanctions for Students Under the College Discipline System

## II. LEGAL SANCTIONS

### Alcohol

In keeping with the Federal Drug-Free Schools and Communities Act Amendments of 1989, which require that all College students receive annual notice of the laws regarding alcohol and drug abuse, the following information is offered:

Members of the College community enjoy a high degree of personal freedom, guaranteed by the United States, the Commonwealth of Virginia, and the College of William and Mary *Statement of Rights and Responsibilities*. That freedom exists within the context of local, State, and Federal law and the obligations imposed by College regulations. The *Student Handbook* is the official document describing College policy for student behavior, the student discipline system of the College of William and Mary, and sanctions for violation of College policy.

The College of William and Mary clearly prohibits the use and distribution of illicit drugs and the abuse of alcohol.

Violations of local, State, or Federal law also constitute violation of College regulations. When a student is charged with a violation of law, it is the practice of the College to initiate its own disciplinary proceedings without awaiting court action. Behavior off-campus is subject to disciplinary action.

All students of the College and their guests and all organizations must observe Virginia law as it pertains to the purchase and consumption of alcoholic beverages. The Virginia law specifically states that persons under the age of 21 may not purchase, possess, or consume any type of alcoholic beverages. The penalty for violation of this regulation shall range from warning to dismissal.

For the purpose of these regulations, drugs are defined as including marijuana, hashish, amphetamines, LSD compounds, mescaline, psilocybin, DMT, narcotics, opiates, and other hallucinogens, except when taken under a physician's prescription in accordance with law.

College regulations, in conformity with Federal and State statutes governing drug use, provide the following:

1. Manufacturing or merchandising drugs or providing others with drugs is prohibited. The penalty for violation of this regulation shall range from disciplinary probation to dismissal from the College.
2. Possession or consumption of drugs is also prohibited. The penalty for violation of this regulation shall range from probation to dismissal.

Violations of College policy by students are addressed through the Judicial System or the Honor Council, as appropriate. Complete information about these judicial bodies, and about the discipline system, is available in the *Student Handbook*, available in the Office of the Dean of Students.

When a student is found guilty of a violation of College regulations, the following penalties may be levied individually or in combination with other penalties:

*Warning*—(written or oral); loss or restriction of privileges; restitution, task participation, disciplinary probation, probation with loss of privileges, suspension, contingent dismissal, permanent dismissal. In extraordinary circumstances an interim suspension can also be imposed.

Members of the William and Mary community should be aware of legal penalties applied for conviction in cases of drug and/or alcohol abuse. An offense is classified in the *Code of Virginia* as a misdemeanor or a felony, depending upon the type and the amount of the substance(s) involved.

Virginia's Alcohol Beverage Control Act contains a variety of laws governing the possession, use, and consumption of alcoholic beverages. The Act applies to the students and employees of this institution. As required by the Federal Drug-Free Schools and Communities Act Amendments of 1989, the pertinent laws, including sanctions for their violation, are summarized below.



## Controlled Substances and Illicit Drugs

1. It is unlawful for any person under age 21 to purchase or possess any alcoholic beverage. Violation of the law exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to twelve months and a fine up to \$2,500, either or both. Additionally, such person's Virginia driver's license may be suspended for a period of not more than one year.
2. It is unlawful for any person to sell alcoholic beverages to persons under the age of 21 years of age. Violation of the law exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to twelve months and a fine up to \$2,500, either or both.
3. It is unlawful for any person to purchase alcoholic beverages for another when, at the time of the purchase, he knows or has reason to know that the person for whom the alcohol is purchased is under the legal drinking age. The criminal sanction for violation of the law is the same as #2 above.
4. It is unlawful for any person to consume alcoholic beverages in unlicensed public places. Violating the law, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is a fine up to \$250.

The unlawful possession, distribution, and use of controlled substances and illicit drugs, as defined by the Virginia Drug Control Act, are prohibited in Virginia. Controlled substances are classified under the Act into "schedules," ranging from Schedule I through Schedule VI, as defined in sections 54.1-3446 through 54.1-3456 of the *Code of Virginia* (1950), as amended. As required by the Federal Drug-Free Schools and Communities Act Amendments of 1989, the pertinent laws, including sanctions for their violation, are summarized below.

1. Possession of a controlled substance classified in Schedules I or II of the Drug Control Act, upon conviction, exposes the violator to a felony conviction for which the punishment is a term of imprisonment of ranging from one to ten years, or in the discretion of the jury or the court trying the case without a jury, confinement in jail for up to twelve months and a fine up to \$2,500, either or both.
2. Possession of a controlled substance classified in Schedule III of the Drug Control Act, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to twelve months and a fine up to \$2,500, either or both.
3. Possession of a controlled substance classified in Schedule IV of the Drug Control Act, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to six months and a fine up to \$1,000, either or both.
4. Possession of a controlled substance classified in Schedule V of the Drug Control Act, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is a fine up to \$500.
5. Possession of a controlled substance classified in Schedule VI of the Drug Control Act, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is a fine up to \$250.
6. Possession of a controlled substances classified in Schedule I or II of the Drug Control Act with the intent to sell or otherwise distribute, upon conviction, exposes the violator to a felony conviction for which the punishment is imprisonment from five to forty years and a fine up to \$500,000. Upon a second conviction, the violator must be imprisoned for not less than five years but may suffer life imprisonment, and fined up to \$500,000.
7. Possession of a controlled substance classified in Schedules III, IV, or V of the Drug Control Act with the intent to sell or otherwise distribute, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to one year and a fine up to \$2,500, either or both.
8. Possession of marijuana, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to

thirty days and a fine up to \$500, either or both. Upon a second conviction, punishment is confinement in jail for up to one year and a fine up to \$2,500, either or both.

9. Possession of less than one-half ounce of marijuana with intent to sell or otherwise distribute, upon conviction, exposes the violator to a misdemeanor conviction for which the punishment is confinement in jail for up to one year and a fine up to \$2,500, either or both. If the amount of marijuana involved is more than one-half ounce to five pounds, the crime is a felony with a sanction of imprisonment from one to ten years, or in the discretion of the jury or the court trying the case without a jury, confinement in jail for up to one year and a fine up to \$2,500, either or both. If the amount of marijuana involved is more than five pounds, the crime is a felony with a sanction of imprisonment from five to thirty years.

*As of 1995*

III. HEALTH RISKS

The College of William and Mary is dedicated to the education of students and employees about health risks associated with the abuse of alcohol and other drugs. Descriptions of some of these health risks are offered below. In addition, behavioral difficulties at work or in school, in relationships, and with the law can be linked to the abuse of alcohol and other drugs.

Effects of Alcohol

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car or walk home safely. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including sexual assault, vandalism, and fighting. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and memorize, perform academically. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to impairment, high tolerance, and dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

IV. COUNSELING  
AND  
REHABILITATIVE  
RESOURCES

Students in the College community have access to several sources of assistance for substance abuse problems.

Campus Educational  
Resources

**King Student Health Center**

**Office of Health Education**—innovative programming for students and groups. 221-2195

**Peer Alcohol Educators** (Facts on Tap)—informal educational programs provided by students trained in substance abuse programming. 221-2195

**Substance Abuse Education**—interactive group programs and individual education. 221-3631

**Resource Center**—the F.I.S.H. (Free Information on Student Health) Bowl has books, videos, CD roms, computer tests, journals and research for students and faculty on substance abuse, sexual assault, wellness, relationships, etc. Campus Center Room 152. 221-3631

**Substance Abuse Educator**—assessment, counseling, and education regarding the health effects of substance abuse for individuals and groups, as well as referral to appropriate campus and community services. 221-3631



## Campus Consultation and Treatment

## Support Groups

## Community Resources (Rehabilitation)

**Counseling Center**—assessment, counseling, and referral services for drug and alcohol related problems. Also groups for Adult Children of Alcoholics and students in recovery are offered as needed. 221-3620

**Alcoholics Anonymous (AA)**—a self supporting fellowship based on a Twelve Step program that offers individual sponsorship, group meetings, and membership to anyone interested in dealing with an alcohol problem. Call for help and meeting information. 877-0600

**Al-Anon & Adult Children of Alcoholic Parents (ACOA)**—families and friends of alcoholics receive help through this fellowship. The Twelve Steps and experiences of others are offered. Call for help and meeting information. 875-9429

**Narcotics Anonymous (NA)**—individuals addicted to drugs may obtain help through this group. It offers a fellowship with other recovering addicts who help each other remain abstinent. Call for help and meeting information. 1-800-468-3372 ext. 314.

**Colonial Service Board's Substance Abuse Unit (220-3200)**—it offers outpatient primary treatment consisting of some combination of psychotherapy, education, behavioral treatment, twelve step programs, and medical treatment. Follow-up care is often recommended. Consult with campus and state referral services for help in finding appropriate treatment or check local listings. Mental health services are covered in the student health insurance plan.

**Williamsburg Place, Substance Abuse Treatment Center for Adults (565-0106 or 1-800-582-6066)** They provide free, on-site, confidential evaluations for the community, and are licensed by State of Virginia (JCAHO approved).

**Williamsburg Community Hospital, Substance Abuse Unit (253-2818)**—Inpatient, outpatient treatment programs are available.

Also consult with campus and state referral services for help in finding appropriate treatment or check local listings. Mental health services are covered in the student health insurance plan.



Federal Trafficking Penalties

As of November 18, 1988

CSA	PENALTY			DRUG	Quantity	PENALTY			
	2nd Offense	1st Offense	1st Offense			2nd Offense			
I  and  II	Not less than 10 years. Not more than life.  If death or serious injury, not less than life.  Fine of not more than \$4 million individual, \$10 million other than individual.	Not less than 5 years. Not more than 40 years.  If death or serious injury, not less than 20 years. Not more than life.  Fine of not more than \$2 million individual, \$5 million other than individual.	{ 10-99 gm or 100-999 gm mixture	METHAMPHETAMINE	{ 100 gm or more or 1 kg <sup>1</sup> or more mixture	Not less than 10 years. Not more than life.  If death or serious injury, not less than 20 years. Not more than life.  Fine of not more than \$4 million individual, \$10 million other than individual.	Not less than 20 years. Not more than life.  If death or serious injury, not less than life.  Fine of not more than \$8 million individual, \$20 million other than individual.		
			{ 100-999 gm mixture	HEROIN	{ 1 kg or more mixture				
			{ 500-4,999 gm mixture	COCAINE	{ 5 kg or more mixture				
			{ 5-49 gm mixture	COCAINE BASE	{ 50 gm or more mixture				
			{ 10-99 gm or 100-999 gm mixture	PCP	{ 100 gm or more or 1 kg or more mixture				
			{ 1-10 gm mixture	LSD	{ 10 gm or more mixture				
			{ 40-399 gm mixture	FENTANYL	{ 400 gm or more mixture				
			{ 10-99 gm mixture	FENTANYL ANALOGUE	{ 100 gm or more mixture				
			Drug	Quantity	First Offense			Second Offense	
Others <sup>2</sup>	Any	Not more than 20 years. If death or serious injury, not less than 20 years, not more than life. Fine \$1 million individual, \$5 million not individual.		Not more than 30 years. If death or serious injury, life. Fine \$2 million individual, \$10 million not individual.					
III	All	Any	Not more than 5 years. Fine not more than \$250,000 individual, \$1 million not individual.		Not more than 10 years. Fine not more than \$500,000 individual, \$2 million not individual.				
IV	All	Any	Not more than 3 years. Fine not more than \$250,000 individual, \$1 million not individual.		Not more than 6 years. Fine not more than \$500,000 individual, \$2 million not individual.				
V	All	Any	Not more than 1 year. Fine not more than \$100,000 individual, \$250,000 not individual.		Not more than 2 years. Fine not more than \$200,000 individual, \$500,000 not individual.				

Law as originally enacted states 100 gm. Congress requested to make technical correction to 1 kg.

<sup>2</sup>Does not include marijuana, hashish, or hash oil. (See separate chart.)

Federal Trafficking Penalties - Marijuana

As of November 18, 1988

Quantity	Description	First Offense	Second Offense
1,000 kg or more; or 1,000 or more plants	<b>Marijuana</b> Mixture containing detectable quantity*	Not less than 10 years, not more than life. If death or serious injury, not less than 20 years, not more than life. Fine not more than \$4 million individual, \$10 million other than individual.	Not less than 20 years, not more than life. If death or serious injury, not less than life. Fine not more than \$8 million individual, \$20 million other than individual.
100 kg to 1,000 kg; or 100-999 plants	<b>Marijuana</b> Mixture containing detectable quantity*	Not less than 5 years, not more than 40 years. If death or serious injury, not less than 20 years, not more than life. Fine not more than \$2 million individual, \$5 million other than individual.	Not less than 10 years, not more than life. If death or serious injury, not less than life. Fine not more than \$4 million individual, \$10 million other than individual.
50 to 100 kg	<b>Marijuana</b>	Not more than 20 years. If death or serious injury, not less than 20 years, not more than life. Fine \$1 million individual, \$5 million other than individual.	Not more than 30 years. If death or serious injury, life. Fine \$2 million individual, \$10 million other than individual.
10 to 100 kg	<b>Hashish</b>		
1 to 100 kg	<b>Hashish Oil</b>		
50-99 plants	<b>Marijuana</b>		
Less than 50 kg	<b>Marijuana</b>	Not more than 5 years. Fine not more than \$250,000, \$1 million other than individual.	Not more than 10 years. Fine \$500,000 individual, \$2 million other than individual
Less than 10 kg	<b>Hashish</b>		
Less than 1 kg	<b>Hashish Oil</b>		

\*Includes Hashish and Hashish Oil

(Marijuana is a Schedule I Controlled Substance)



# Controlled Substances - Uses & Effects

DRUGS/ CSA SCHEDULES	TRADE OR OTHER NAMES	MEDICAL USES	DEPENDENCE Physical Psychological	TOLERANCE DURATION (Hours) USUAL METHODS OF ADMINISTRATION		POSSIBLE EFFECTS	EFFECTS OF OVERDOSE	WITHDRAWAL SYNDROME
NARCOTICS								
Opium	Dover's Powder, Paregoric							
Morphine	Parepectolin Morphine, MS-Contin, Roxanol, Roxanol-SR	Analgesic, antidiarrheal	High	Yes	3-6	Oral, smoked, injected	Slow and shallow breathing, clammy skin, depression, constricted pupils, nausea	Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills and sweating
Codeine	Tylenol w/Codeine, Empirin w/Codeine Robiussin A-C, Fiorinal w/Codeine Diacetylmorphine	Analgesic, antitussive	Moderate	Yes	3-6	Oral, injected		
Heroin	I Horse, Smack	None	High	Yes	3-6	Oral, injected, smoked		
Hydromorphone	II Dilaudid	Analgesic	High	Yes	3-6	Oral, injected		
Meperidine (Pethidine)	II Mepergan	Analgesic	High	Yes	3-6	Oral, injected		
Methadone	II Methadose	Analgesic	High	Yes	12-24	Oral, injected		
Other Narcotics	I III IIII IV V Numorphan, Percodan, Percocet, Tylox, Tussionex, Fentanyl, Darvon, Lomolif, Talwin?	Analgesic, antidiarrheal, antitussive	High-Low High-Low	Yes	Variable	Oral, injected		
DEPRESSANTS								
Chloral Hydrate	IV Noctec	Hypnotic	Moderate	Yes	5-8	Oral	Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death	Anxiety, insomnia, tremors, delirium, convulsions, possible death
Barbiturates	II III IIII IV Amytal, Butisol, Fiorinal, Lotusate, Nembutal, Seconal, Tuinal, Phenobarbital	Anesthetic, anticonvulsant, sedative, hypnotic, veterinary euthanasia agent	High-Mod.	Yes	1-16	Oral		
Benzodiazepines	IV Alivan, Dalmane, Diazepam, Librium, Xanax, Serax, Valium Tranxene, Verstran, Versed, Halcion, Paxipam, Restoril	Antianxiety, anticonvulsant, sedative, hypnotic	Low	Yes	4-8	Oral		
Methaqualone	I Quaalude	Sedative, hypnotic	High	Yes	4-8	Oral		
Glutethimide	III Dordon	Sedative, hypnotic	High	Yes	4-8	Oral		
Other Depressants	II III IV Equanil, Miltown, Noludar, Pronal, Valmid	Antianxiety, sedative, hypnotic	Moderate	Yes	4-8	Oral		
STIMULANTS								
Cocaine <sup>1</sup>	Crack, Free, Snow, Crack	Local anesthetic	High	Yes	1-2	Smoked, injected	Agitation, increase in body temperature, hallucinations, convulsions, possible death	Apathy, long periods of sleep, irritability, depression, disorientation
Amphetamines	II Biphentamine, Dexobesse, Desoxyn, Dexedrine, Obetrol	Attention deficit disorders, narcolepsy, weight control	Possible	Yes	2-4	Oral, injected		
Phenmetrazine	II Preludin	Weight control	Possible	Yes	2-4	Oral, injected		
Methylphenidate	II Ritalin	Attention deficit disorders, narcolepsy	Possible	Yes	2-4	Oral, injected		
Other Stimulants	II III IV Adipex, Oxydren, Dexidex, Ionamin, Meflat, Plegine, Santex, Tenuate, Typhyl, Prelu-2	Weight control	Possible	Yes	2-4	Oral, injected		
HALLUCINOGENS								
LSD	I Acid, Microdot	None	None	Yes	8-12	Oral	Longer, more intense "trip" episodes, psychosis, possible death	Withdrawal syndrome not reported
Mescaline and Peyote	I Mescal, Buttons, Cactus	None	Unknown	Yes	8-12	Oral		
Amphetamine Variants	I 2,5-DMA, PMA, STP, MDA, MDMA, TMA, DOM, DOB	None	Unknown	Yes	Variable	Oral, injected		
Phencyclidine	II HCP, Angel Dust, PCP, PCP	None	Unknown	Yes	Days	Smoked, oral, injected		
Phencyclidine Analogues	I TCP, Butorfenine, Ibogaine, DMT, DET, Psilocybin, Psilocyn	None	Unknown	Yes	Days	Smoked, oral, injected		
Other Hallucinogens	I	None	None	Possible	Variable	Smoked, oral, injected, sniffed		
CANNABIS								
Marijuana	I Pot, Angel, Grass, Grass, Hashish, THC, Sinsella, Thai Sticks	None	Moderate	Yes	2-4	Smoked, oral	Euphoria, relaxed inhibitions, increased appetite, disoriented behavior	Insomnia, hyperactivity, and decreased appetite occasionally reported
Tetrahydrocannabinol	II THC	Cancer chemotherapy antinauseant	Moderate	Yes	2-4	Smoked, oral	Fatigue, paranoia, possible psychosis	
Hashish	I Hash	None	Moderate	Yes	2-4	Smoked, oral		
Hashish Oil	I Hash Oil	None	Moderate	Yes	2-4	Smoked, oral		

Designated a narcotic under the CSA.

Not designated a narcotic under the CSA.

<sup>1</sup>Designated a narcotic under the CSA. <sup>2</sup>Not designated a narcotic under the CSA.

# CLASS SCHEDULES

## Fall Session

Instructor	Office	Hours	Phone

	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
8:00- 9:00						
9:00- 10:00						
10:00- 11:00						
11:00- 12:00						
12:00- 1:00						
1:00- 2:00						
2:00- 3:00						
3:00- 4:00						
4:00- 5:00						
5:00- 6:00						
6:00- 7:00						
7:00- 10:00						



Spring Session

Instructor	Office	Hours	Phone

	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
8:00- 9:00						
9:00- 10:00						
10:00- 11:00						
11:00- 12:00						
12:00- 1:00						
1:00- 2:00						
2:00- 3:00						
3:00- 4:00						
4:00- 5:00						
5:00- 6:00						
6:00- 7:00						
7:00- 10:00						

## Fall 1997 Undergraduate Examination Schedule

	First Period 8:30-11:30	Second Period 1:30-4:30
December 8 Monday	12:00 MWF BUS 203	11:00 TR
December 9 Tuesday	Math 111, 112, 211 BUS 361	2:00 MWF
December 10 Wednesday	Reading Day	Reading Day
December 11 Thursday	12:30 TR BUS 311	1:00 MWF
December 12 Friday	9:30 TR	2:00 TR BUS 362
December 15 Monday	11:00 MWF	8:00 TR BUS 301
December 16 Tuesday	9:00 MWF	3:30 TR BIO 203
December 17 Wednesday	Reading Day	Reading Day
December 18 Thursday	3:00-5:00 MWF BUS 432/B30	10:00 MWF
December 19 Friday	12:00 MWF BUS 323	Modern Languages 101, 102, 201, 202

Exams for classes which meet at 4:30 p.m. or later will be held at the scheduled class time on the first regular meeting day during the week of December 8, 1997, in the regularly scheduled classroom.

No changes in this schedule will be permitted to individual students, except where examination conflicts occur, or where a student has three scheduled examinations in three consecutive examination periods on consecutive days. Such cases should be discovered as early as possible and proper arrangements made to resolve them by 5:00 p.m. December 5, 1997. Requests for rescheduling in these cases must be made on forms available in the Office of the Dean of Undergraduate Studies of Arts and Sciences and must be approved by the Dean before they become effective.

In cases involving all business courses, the Director of Undergraduate Programs in the School of Business will make arrangements to resolve the conflict.

Students taking a course in which there are two sections taught by the same professor with different final examination periods have the option of taking the exam in either period (with the consent of the instructor). Requests for taking an exam with a different section may be made on forms available in the Office of the Dean of Undergraduate Studies of Arts and Sciences. It is the student's responsibility to get consent from the instructor four weeks prior to the end of classes.

For conflicts between group exams: during the fall semester the School of Business Administration will make arrangements to give make up exams and in the spring semester, the Dean of Undergraduate Studies in Arts and Sciences will make the arrangements.

The Office of the Dean of Students handles requests from students unable to take their examinations at the time scheduled on account of illness or other sufficient reason.

Classes meeting at periods for which provision is not made on this schedule should arrange examination periods to suit the convenience of the instructor and the students. Such special arrangements, including the room to be reserved for the examination, must be reported in writing to the Office of the Dean of Undergraduate Studies of Arts and Sciences and the Office of the University Registrar.

*Dates are subject to change.*

*March 17, 1997*



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